

FOUR SQUARE COMMUNITY ACTION, INC.

PO BOX 2290, ANDREWS NC 28901

TELEPHONE: 828-321-4475

FAX: 828-321-3457

APPLICATION FOR EMPLOYMENT

An Equal Opportunity Employer

Four Square Community Action Agency is an equal opportunity employer. This application will not be used for limiting or excluding any applicant from consideration for employment on the basis prohibited by local, state, or federal law.

Name: _____ Date: _____
(Last) (First) (Middle)

Home Address: _____

(City) (State) (Zip)

Telephone Number: _____ E-Mail address: _____

Have you ever applied or worked at Four Square previously? Yes _____ No _____

Position(s) applying for: _____ Expected Salary: _____

Do you have any relatives currently employed by Four Square? Yes _____ No _____

If yes, state name and relationship: _____

If hired, are you willing to submit to and pass a controlled substance test? Yes _____ No _____

Are you able to perform the essential functions of the job for which you are applying either with/without reasonable accommodation? Yes _____ No _____

If no, describe the functions that cannot be performed: _____

Are you presently employed? _____ Date you will be available for work: _____

May we contact your present Employer? Yes _____ No _____

Four Square Community Action, Inc checks work references on each person we consider for employment. Please give a contact name and telephone number for each former employer. **Those applications without these items will not be considered for a position with the agency.**

1.) _____
Name Phone number

2.) _____
Name Phone number

Can you work in all four counties Four Square serves (Cherokee, Clay, Graham and Swain)? _____

If hired, would you have transportation to/from work: Yes _____ No _____

Are you over the age of 18? (If under 18 hire is subject to verification of minimum legal age.)

Yes _____ No _____

Are you legally eligible to work in the United States? Yes _____ No _____

Have you ever been convicted of a criminal offense (felony or misdemeanor)? Yes _____ No _____

If yes, please describe the crime – state nature of the crime(s), when and where convicted and disposition of the case. _____

Education: (Begin with the highest level and work back)

<u>Name and location of School</u>	<u>Dates/year</u>	<u>Degree</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

List any special courses pertinent to the job for which you are applying:

Military Experience: (list dates, branch, and rank of service)

Specialties: _____ Type of discharge: _____

Can you operate general office equipment? Yes _____ No _____

Are you competent in Microsoft Office? Yes _____ No _____

Employment History (start with current or last employer):

Dates: From _____ to _____ Position _____

Employer: _____ Type of Business _____

Address: _____ Telephone _____

Supervisor: _____

Salary: Starting _____ Ending _____

No. supervised by you _____ List major job duties: _____

Reason for leaving: _____

Dates: From _____ to _____ Position _____
Employer: _____ Type of Business _____
Address: _____ Telephone _____
Supervisor: _____
Salary: Starting _____ Ending _____
Number supervised by you _____ List major job duties: _____

Reason for leaving: _____

Dates: From _____ to _____ Position _____
Employer: _____ Type of Business _____
Address: _____ Telephone _____
Supervisor: _____
Salary: Starting _____ Ending _____
Number supervised by you _____ List major job duties: _____

Reason for leaving: _____

Please include one personal reference:

Name	Phone number
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Why do you want to work for Four Square Community Action, Inc.? _____

What is your understanding of Four Square Community Action, Inc. purpose? _____

Initial and continued employment will depend upon verification of all statements made in this application.

I certify that all statements made in this application are true and complete to the best of my knowledge and belief and are made in good faith.

Signature of Applicant

Date