

Application For Employment



PO Box 368

Benton, AR 72018-0368

Today's Date: _____

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Alt. Phone: _____

Email Address: _____

Emergency Contact: _____ Relationship: _____ Phone: _____

Are you 21 years of age or older? ____ Yes ____ No

Have you ever been convicted/plead guilty or "no contest" to any criminal offense other than a minor

Desired Position

Applications listing "any" will not be accepted

Job Title: _____

Hours Preferred: _____ Desired Salary: _____

Date Available for Hire: _____

How did you hear about Civitan Services? *(please be specific)* _____

Education and Training

Please begin with present or most recent

Name of School	City, State	Major	# of Years	Diploma/Degree

Additional Training/Certifications: _____

Are you providing a resume with this application? _____

May we contact your present employer? _____

Employment History

*On the following page, list previous employment beginning with your present/most recent position.
Include dates of employment.*

Include all requested information. Resumes will not be accepted in place of requested info.

Employment History

Dates of Employment
From ___ / ___
To ___ / ___

Company: _____
Address: _____
Supervisor: _____ Phone: _____
Salary: _____ Job Title: _____
Reason for leaving: _____
Duties: _____

Dates of Employment
From ___ / ___
To ___ / ___

Company: _____
Address: _____
Supervisor: _____ Phone: _____
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Dates of Employment
From ___ / ___
To ___ / ___

Company: _____
Address: _____
Supervisor: _____ Phone: _____
Salary: _____ Job Title: _____
Reason for leaving: _____
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References

Please have the two individuals listed below submit a Letter of Recommendation to:
Civitan Services
Attn: Human Resources Director
PO Box 368
Benton, AR 72018-0368

Letters must be received prior to employment.

Reference #1

Name: _____

Address: _____

Phone: _____ Occupation: _____

Reference #2

Name: _____

Address: _____

Phone: _____ Occupation: _____

Civitan Services will conduct a thorough reference and background check prior to employment. You must complete and sign authorization prior to submission of your application.

Before you sign this application, review all information to insure that all questions are complete and accurate. Incomplete applications will not be accepted. If the job for which you are applying requires a diploma, license or certification, a copy will be required as a condition of employment.

By signing below I declare that, to the best of my knowledge and ability, the information provided on this application is true and accurate. I understand that intentional false statements/omissions could lead to my dismissal as an employee or rejection as an applicant. I also understand that some jobs require special background checks and security clearance prior to my employment and that failure to meet these requirements may lead to my rejection as an applicant for that position.

Signature of Applicant

Date

Civitan Services is an equal opportunity employer. Employment opportunities are for all qualified applicants without regard to race, color, religion, sex, national origin, age, disability or Veteran status. Qualified candidates for employment are those that meet the requirements specified and can perform the essential functions of the job for which the application was made.