

EMPLOYMENT APPLICATION

NAME _____ DATE _____

ADDRESS _____ SOCIAL SEC.# _____

CITY/STATE _____ ZIP CODE _____

TELEPHONE# _____

POSITION APPLIED FOR: _____

1. Full-Time Part-Time

2. You may be hired for a specific shift. However, requirements of the agency may necessitate that you work other locations, hours, and overtime. Is this acceptable to you? Yes No

3. Hours and days you are able to work? _____

4. How did you learn about Cheyenne Village, Inc.? Walk-In Internet
 Employee: _____ Relative: _____ Other: _____

5. Have you applied to work at Cheyenne Village before? Yes, Date _____ No

6. Have you been previously employed by Cheyenne Village, Inc.? Yes, Date _____ No

7. If hired, can you submit proof that you are at least 18 years of age? Yes No

8. Have you ever been convicted on a felony charge? Yes No

If yes, you will be expected to explain at time of interview

9. Have you ever been convicted of a misdemeanor involving abuse, neglect, assault, theft, or fraud?
 Yes No *If yes, you will be expected to explain at time of interview*

10. Have you had any traffic tickets or accidents in the last five (5) years? Yes No
If yes, please explain. _____

11. Do you have a current, valid U.S. Driver's License? Yes No

EDUCATION (DO NOT ENTER IN ANY DATES)

NAME & ADDRESS	MARK ONE
HIGH SCHOOL	<input type="checkbox"/> GED <input type="checkbox"/> DIPLOMA

NAME & ADDRESS	GRADUATE	MAJOR/DEGREE
College	<input type="checkbox"/> Yes <input type="checkbox"/> No	
College	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Special Training	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Do you have any computer skills? Yes No

Please List: _____

If yes, please rate overall proficiency: Beginner Intermediate Advanced

Please explain why you want to work with adults who have intellectual & developmental disability.

What skills/strengths do you have for this position?

EMPLOYMENT RECORD - Print Legibly (Start with most recent employer and explain ALL "gaps in employment" on back of this page.)

1. EMPLOYER _____ PHONE() _____
ADDRESS _____
 Street City/State Zip Code

POSITION/TITLE _____ SUPERVISOR _____
EMPLOYED FROM _____ TO _____ Reason for Leaving: _____
Job Duties: _____

MAY WE CONTACT THIS EMPLOYER? Yes No

2. EMPLOYER _____ PHONE() _____
ADDRESS _____
 Street City/State Zip Code

POSITION/TITLE _____ SUPERVISOR _____
EMPLOYED FROM _____ TO _____ Reason for Leaving: _____
Job Duties: _____

MAY WE CONTACT THIS EMPLOYER? Yes No

3. EMPLOYER _____ PHONE() _____
ADDRESS _____
 Street City/State Zip Code

POSITION/TITLE _____ SUPERVISOR _____
EMPLOYED FROM _____ TO _____ Reason for Leaving: _____
Job Duties: _____

MAY WE CONTACT THIS EMPLOYER? Yes No

CAREER (not personal) REFERENCES

List three other work related references who are well acquainted with your work background.

1. NAME _____ PHONE _____
TITLE _____
IN WHAT CAPACITY DID YOU KNOW THIS PERSON? _____
COMPANY _____

2. NAME _____ PHONE _____
TITLE _____
IN WHAT CAPACITY DID YOU KNOW THIS PERSON? _____

3. NAME _____ PHONE _____
TITLE _____
IN WHAT CAPACITY DID YOU KNOW THIS PERSON? _____

Do you certify that the information that you supplied is complete and accurate? Can we contact previous employers that you marked (Yes) to and any references you provided above?

Signature: _____ Date: _____

PRE-EMPLOYMENT INFORMATION FORM

Applicants are considered for employment based on their qualifications for the position. Cheyenne Village, Inc. does not discriminate on the basis of race, color, religion, sex, national origin, ancestry, age, sexual orientation, veteran status, or handicapping conditions.

To help us comply with Federal/State Equal Employment Opportunity requirements, we ask that you answer the questions below. **(COMPLETION OF THIS FORM; HOWEVER, IS OPTIONAL.)**

The Pre-Employment Information form will be kept in a confidential file separate from the attached Application for Employment.

DATE: _____ NAME (PRINT): _____

SOCIAL SECURITY NUMBER: _____

DATE OF BIRTH: _____

POSITION APPLIED FOR: _____

RACE/ETHNIC GROUP: WHITE BLACK HISPANIC
 ASIAN/PACIFIC ISLANDER
 AMERICAN INDIAN/ALASKAN NATIVE
 OTHER

SEX: MALE FEMALE

ARE YOU A VIETNAM ERA VETERAN? YES NO