

COMMUNITY WORKSHOP AND TRAINING CENTER, INC

Employment Application



Minimum Employment Requirements: Must be 18 years of age and possess a high school diploma or equivalent.

Some positions also require valid drivers' license and insurance/proof of insurability.
CWTC is a drug-free workplace and performs pre-employment screenings.

APPLICANT INFORMATION			
Last Name	First	M.I.	Date
Street Address		Apartment #	
City	State	ZIP	
Phone		Alternate Phone	
Cell Phone		Social Security No.	
Date Available		Desired Salary	
Position Applied For		Shift Required	
Full-time/Part-time		Referred by	
Are you a citizen of the United States? YES <input type="checkbox"/> NO <input type="checkbox"/>		If no, are you authorized to work in the U.S.? YES <input type="checkbox"/> NO <input type="checkbox"/>	
Have you ever worked for CWTC? YES <input type="checkbox"/> NO <input type="checkbox"/>		If so, when?	
Have you been convicted of a felony? YES <input type="checkbox"/> NO <input type="checkbox"/>		If yes, explain	
Do you have a drivers' license? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Do you have current auto insurance? YES <input type="checkbox"/> NO <input type="checkbox"/>			

EDUCATION			
High School		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
College		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
Other		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree

REFERENCES
<i>Please list three professional references.</i>

Full Name	Relationship
Company	Phone ()
Address	
Full Name	Relationship
Company	Phone ()
Address	
Full Name	Relationship
Company	Phone ()
Address	

PREVIOUS EMPLOYMENT			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

MILITARY SERVICE	
Branch	From To
Rank at Discharge	Type of Discharge
If other than honorable, explain	

JOB MODIFICATION

Are you able to perform the essential functions of the job for which you are applying either without accommodations or with a reasonable amount of accommodation?

YES NO

Accommodations necessary:

DISCLAIMER AND SIGNATURE

I understand this application is not a promise of employment.

I understand that CWTC will investigate my criminal background record and may investigate my driving record. As part of the hiring process, CWTC will be checking references. CWTC may contact the references listed and may also contact past employers to ask questions relating to work experience. I authorize those employers to disclose to CWTC all records regarding my employment with them.

I understand that if I am hired my employment will be for no definite period, regardless of the period of payment of wages. If accepted for employment, I agree to abide by all policies and procedures. I further understand that I have the right to terminate my employment at any time with or without notice, and CWTC has the same right. CWTC is liable only for wages and benefits earned as of the date of termination. No one other than the Executive Director of CWTC has the right to modify this relationship or to make any agreement to the contrary. Any such modification or agreement must be in writing.

I hereby state that all of the information that I provide on this application and in any interview is true and accurate. I understand that if I am employed and any such information is later found to be false in any respect, I may be terminated.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE STATEMENT

Signature

Date

CWTC USE ONLY

Date interviewed:

Position interviewed for:

Interviewed by:

References checked:

**COMMUNITY WORKSHOP AND TRAINING CENTER
AFFIRMATIVE ACTION QUESTIONNAIRE**

The purpose of this section of the application is to assist in monitoring Affirmative Action Programs and to aid in complying with any governmental record keeping or periodic reporting. This information is not part of your employment application, and will not be considered in the employment/selection process. If you choose to provide the information, please complete the following:

Completion of this form is voluntary.

Position Applying For: _____

Gender (please check one)

_____ **Female** _____ **Male** _____ **Decline to answer**

Race (please check one)

- _____ **Hispanic or Latino**
a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race
- _____ **White** (not Hispanic or Latino)
a person having origins in any of the original peoples of Europe, the Middle East, or North Africa
- _____ **Black or African American** (not Hispanic or Latino)
a person having origins in any of the black racial groups of Africa
- _____ **Native Hawaiian or Other Pacific Islander** (not Hispanic or Latino)
a person having origins in any of the peoples of Hawaii, Guam, Samoa or other Pacific Islands
- _____ **Asian** (not Hispanic or Latino)
a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam
- _____ **American Indian or Alaska Native** (not Hispanic or Latino)
a person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.
- _____ **Two or More Races** (not Hispanic or Latino)
all persons who identify with more than one of the above five races.
- _____ **Decline to answer**

Physical Condition (please circle one)

Yes **No** I may need job accommodations due to a physical or mental disability.

Veteran/Military Status (please check one)

- _____ **Non-Veteran**
- _____ **Special Disabled Veteran** – veteran entitled to comp. for a 30% or more disability, a 10% to 20% disability with a serious employment handicap, or a veteran discharged from active duty because of a service connected disability
- _____ **Vietnam Era Veteran** (8/5/1964 – 5/7/1975)
- _____ **Other Protected Veteran** – veterans who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized (see back for list of campaigns)
- _____ **Newly Separated Veteran** – discharged or released within the last year
- _____ **Active National Guard or Reservist**

COMMUNITY WORKSHOP AND TRAINING CENTER

AFFIRMATIVE ACTION QUESTIONNAIRE

Campaign or Expedition and Inclusive Dates

Armed Forces Expeditionary Medal (AFEM) A veteran's DD Form 214 showing the award of any Armed Forces Expeditionary Medal is acceptable proof. The DD form 214 does not have to show the name of the theater or country of service for which that medal was awarded.

Afghanistan (Operations Enduring Freedom (OEF) and Iraqi Freedom (OIF)): OEF Sept. 11, 2001, to present; OIF Mar. 19, 2003, to present

Berlin: August 14, 1961, to June 1, 1963

Bosnia (Operations Joint Endeavor, Guard, and Joint Forge): Nov. 20, 1995 to Dec. 20, 1996; Dec. 20, 1996 to June 20, 1998; June 21, 1998 to present

Cambodia: March 29, 1973, to August 15, 1973

Cambodia Evacuation (Operation Eagle Pull): April 11 - 13, 1975

Congo: July 14, 1960, to September 1, 1962, and November 23, to 27, 1964

Cuba: October 24, 1962, to June 1, 1963

Dominican Republic: April 28, 1965, to September 21, 1966

El Salvador: January 1, 1981, to February 1, 1992

Global War on Terrorism: September 11, 2001 to present

Grenada (Operation Urgent Fury): October 23, 1983, to November 21, 1983

Haiti (Operation Uphold Democracy): September 16, 1994, to March 31, 1995

Iraq (Operations Northern Watch, Desert Spring, Enduring Freedom (OEF), and Iraqi Freedom (OIF)): Jan. 1, 1997 to present; Dec. 31, 1998 to Dec. 31, 2002 (projected); OEF Sept. 11, 2001, to present; OIF Mar. 19, 2003, to present

Korea: October 1, 1966, to June 30, 1974

Kosovo: March 24, 1999 to present

Laos: April 19, 1961, to October 7, 1962

Lebanon: July 1, 1958, to November 1, 1958, and June 1, 1983, to December 1, 1987

Mayaguez Operation: May 15, 1975 to May 15, 1975

Operations in the Libyan Area (Operation Eldorado Canyon): April 12, 1986 to April 17, 1986

Panama (Operation Just Cause): December 20, 1989, to January 31, 1990

Persian Gulf Operations:

Earnest Will: July 24, 1987, to Aug. 1, 1990; Southern Watch: Dec. 1, 1995, to present; Vigilant Sentinel: Dec. 1, 1995 to Feb. 1, 1997; Desert Thunder: Nov. 11, 1998 to Dec. 22, 1998; Desert Fox: Dec. 16, 1998 to Dec. 22, 1998; Intercept: Dec. 1, 1995, to present

Quemoy and Matsu Islands: August 23, 1958, to June 1, 1963

Somalia (Operations Restore Hope and United Shield): December 5, 1992, to March 31, 1995

Taiwan Straits: August 23, 1958, to January 1, 1959

Thailand: May 16, 1962, to August 10, 1962

Vietnam Evacuation (Operation Frequent Wind): April 29, 1975, to April 30, 1975

Vietnam (including Thailand): July 1, 1958, to July 3, 1965

Navy expeditionary Medal and Marine Corps Medal for these Operations:

Cuba: January 3, 1961 to October 23, 1962

Indian Ocean/Iran: November 21, 1979, to October 20, 1981

Iranian/Yemen/Indian Ocean: December 8, 1978 to June 6, 1979

Lebanon: August 20, 1982 to May 31, 1983

Liberia (Operation Sharp Edge): August 5, 1990 to February 21, 1991

Libyan Area: January 20, 1986 to June 27, 1986

Panama: April 1, 1980 to December 19, 1986 and February 1, 1990 to June 13, 1990

Persian Gulf: February 1, 1987 to July 23, 1987

Rwanda (Operation Distant Runner): April 7 - 18, 1994

Thailand: May 16 - August 10, 1962

Other Campaign and Service Medals Qualifying for Preference:

Army Occupation of Austria: May 9, 1945 to July 27, 1955

Army Occupation of Berlin: May 9, 1945 to October 2, 1990

Army Occupation of Germany (exclusive of Berlin): May 9, 1945 to May 5, 1955

Army Occupation of Japan: September 3, 1945 to April 27, 1952

Chinese Service Medal (Extended): September 2, 1945 to April 1, 1957

Korea Defense Service Medal: July 28, 1954 to (date to be determined)

Korean Service: June 27, 1950 to July 27, 1954

Kosovo Campaign Medal (KCM)

Operations: Allied Force: Mar. 24, 1999 to June 10, 1999; Joint Guardian: June 11, 1999 to (date TBD); Allied Harbor: Apr. 4, 1999 to Sept. 1, 1999; Sustain/Shining Hope: Apr. 4, 1999 to July 10, 1999; Noble Anvil: Mar. 24, 1999 to July 20, 1999; Task Forces: Hawk: Apr. 5, 1999 to June 24, 1999; Saber: Mar. 31, 1999 to July 8, 1999; Falcon: June 11, 1999 to (date TBD); Hunter: Apr. 1 to Nov. 1, 1999

Navy Occupation of Austria: May 8, 1945 to October 25, 1954

Navy Occupation of Trieste: May 8, 1945 to October 25, 1954

Southwest Asia Service Medal (SWASM) (Operations Desert Shield and Desert Storm): August 2, 1990 to November 30, 1995

Units of the Sixth Fleet (Navy): May 9, 1945 to October 25, 1955

Vietnam Service Medal (VSM): July 4, 1965 to March 28, 1973

Rwanda (Operation Distant Runner): April 7 - 18, 1994

Thailand: May 16 - August 10, 1962