

Send to:

**COMMUNITY PARTNERSHIPS, INC.**

hr@commpart.org

1334 Dewey Court • Madison, WI 53703

(608) 250-6634 • Fax (608) 250-6637

For Personnel Office Use Only

Date Received:

# APPLICATION FOR EMPLOYMENT

Community Partnerships, Inc., is an Affirmative Action, Equal Opportunity Employer. As such, it is our policy to provide employment, compensation and other benefits related to employment based on qualifications, without regard to race, color, religion, national origin, age, gender, sexual orientation, veteran status or disability or any other basis prohibited by federal or state law. Community Partnerships, Inc., intends to comply fully with all federal and state laws, and the information on this application will not be used for any purpose prohibited by law. If you are a person with a disability, you may request needed accommodation at any time during the recruitment or employment process.

**IMPORTANT INSTRUCTIONS:** The information on pages 1 through 5 of this form will be used to determine whether you meet the qualifications to be interviewed for a position. It is extremely important that you answer all questions accurately and completely and that your answers are provided **on this form. A resume must be attached to this application.** Applicants reaching final employment consideration will be required to verify certain relevant information stated in their application (e.g., college transcripts, certifications, etc.).

**TYPE OR PRINT CLEARLY**

Last Name		First Name		Middle Init.	Home Phone		Work Phone
Address				City		State	Zip
What type of employment are you seeking (check only those you will accept) <input type="checkbox"/> Regular Full-Time (40 hours/week) <input type="checkbox"/> Regular Part-Time (between 20 & 40 hours/week) <input type="checkbox"/> Provisional (less than 20 hours/week)					If the job requires unusual hours (including week-ends and nights) would you be willing to accept it? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A for Position		
When will you be available for employment (check one) <input type="checkbox"/> I am available now. <input type="checkbox"/> I will be available beginning: _____					If the job requires use of a motor vehicle, do you have a valid Driver's License? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A for Position		
TITLE OF POSITION FOR WHICH YOU ARE APPLYING:							
How did you hear about this job opening?							

## EDUCATION & TRAINING

Elementary & High School (Circle highest year completed) 1 2 3 4 5 6 7 8 9 10 11 12	Name and Location of High School	Graduated? <input type="checkbox"/> Yes <input type="checkbox"/> No
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## TRAINING BEYOND HIGH SCHOOL

Name & Location of Institution	Major Field	Degree and Mo/Yr Received

Other education/training not covered above but which may be relevant to the position for which you are applying (i.e., internships, correspondence courses, service schools, etc.).

**LICENSURE/CERTIFICATION:**

Current Licensure/Certification	Expiration Date	Number

List memberships in professional or technical associations.

**WORK EXPERIENCE:** (Start with most recent job. Indicate any change in job title under the same employer as a separate position)

Present or most recent Employer	Title	
City and State	May we contact this employer for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Name, title, & Phone # of Supervisor	From (Mo/Yr)	To (Mo/Yr)
	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-Time <input type="checkbox"/> Paid Internship <input type="checkbox"/> Unpaid Internship	
Reason for Leaving	hours per	

Employer	Title	
City and State	May we contact this employer for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Name, title, & Phone # of Supervisor	From (Mo/Yr)	To (Mo/Yr)
	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-Time <input type="checkbox"/> Paid Internship <input type="checkbox"/> Unpaid Internship	
Reason for Leaving	hours per	

Employer	Title	
City and State	May we contact this employer for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Name, title, & Phone # of Supervisor	From (Mo/Yr)	To (Mo/Yr)
	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-Time <input type="checkbox"/> Paid Internship <input type="checkbox"/> Unpaid Internship	
Reason for Leaving	hours per	

Employer	Title	
City and State	May we contact this employer for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Name, title, & Phone # of Supervisor	From (Mo/Yr)	To (Mo/Yr)
	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-Time <input type="checkbox"/> Paid Internship <input type="checkbox"/> Unpaid Internship	
Reason for Leaving	hours per	

Employer	Title	
City and State	May we contact this employer for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Name, title, & Phone # of Supervisor	From (Mo/Yr)	To (Mo/Yr)
	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-Time <input type="checkbox"/> Paid Internship <input type="checkbox"/> Unpaid Internship	
Reason for Leaving	hours per	

Employer	Title	
City and State	May we contact this employer for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Name, title, & Phone # of Supervisor	From (Mo/Yr)	To (Mo/Yr)
	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-Time <input type="checkbox"/> Paid Internship <input type="checkbox"/> Unpaid Internship	
Reason for Leaving	hours per	

**SKILLS/QUALIFICATIONS & OTHER EXPERIENCE:**

List any special skills or qualifications that you possess that you feel are relevant to the job for which you are applying (i.e., clinical expertise, proficiency in second language, writing, computer, office machines, typing speed, etc.)

Briefly describe your life or work experience in specific cultural or cross-cultural settings. Please include a description of expertise or training acquired as a part of this experience.

Please describe your knowledge or experience in working with or around people who have experienced traumatic or stressful life events (if applicable to the open position).

List other volunteer work or life experience that you feel may be relevant to this position. Give approximate beginning and ending dates for any volunteer positions.

**REFERENCES**

Please list three people (not relatives) you have worked with that we may contact for a reference.

Name	Email	Phone	Relationship
			<input type="checkbox"/> Personal <input type="checkbox"/> Professional
			<input type="checkbox"/> Personal <input type="checkbox"/> Professional
			<input type="checkbox"/> Personal <input type="checkbox"/> Professional

**CERTIFICATION**

**Please read the following statements carefully before you sign your name.**

I HEREBY CERTIFY that the answers given by me to the above questions and statements are true and correct and hereby authorize you to contact references, past or present employers (unless specifically stated above), persons, schools, law enforcement agencies and any other sources of information that may be relevant to my application for employment. I HEREBY CERTIFY that the information I submitted in the attached resume is accurate and complete.

It is understood and agreed that any misrepresentation, false statement or omissions by me in this application will be sufficient reason for rejection of my application or for dismissal at any time during my employment, without liability to this facility.

FURTHER, I understand and agree that, as a condition of my employment Community Partnerships, Inc., I will be required to submit information for a criminal history background check (WI Act 27) and for a driving record from the Department of Motor Vehicles, and my employment will be contingent upon the information received.

***I have read, understand and agree to the above statements.***

**Sign or Type Full Name:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

*I understand that checking this box constitutes a legal signature confirming that I acknowledge and agree to the above certification.*