

# COMMUNITY ACTION OF LARAMIE COUNTY, INC.

## EMPLOYMENT APPLICATION

Please review the job description thoroughly before you apply. State the exact job title of the position for which you are applying. Submit a separate application for each position you are applying for, along with any supporting documentation. A resume may be attached, but will not be considered a substitute for the completed employment application. If you attach a resume, please refer to it in the appropriate sections of the application.

Incomplete or illegible applications will not be processed. If a particular question is not applicable to the position for which you are applying, write "N/A" in the space. If more space is needed to give full answers or explanations, attach additional sheets. Experience and education must be listed on the application for it to be considered. Additional work experience pages will be provided upon request.

False statements or evidence of fraud in connection with this application will disqualify you from employment, and if discovered after employment, are grounds for discharge.

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_  
(First/Middle/Last)

ADDRESS: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_  
(Street/City/State)

PHONE NUMBER: \_\_\_\_\_ ALTERNATE: \_\_\_\_\_  
(Home/Mobile) (Work/Message)

POSITION APPLIED FOR (Please Use Exact Title): \_\_\_\_\_

1. Have you ever been employed by CALC or any of its programs?  
If "Yes," which program and when?  Y  N
2. Do you have relatives employed by CALC or on any of its Boards?  
If "Yes," which program?  Y  N
3. Are you willing to travel on the job if required?  Y  N
4. Are you willing to work overtime if required?  Y  N
5. Are you bondable to handle money/make financial transactions?  Y  N
6. Do you possess a valid Wyoming Driver's License?  
If "Yes," what class? \_\_\_\_\_  Y  N
7. Are you insurable for vehicle operations?  
If "No," please explain: \_\_\_\_\_  Y  N
8. Do you own a vehicle that you can use in your work if required?  Y  N
9. Have you ever been convicted of an offense in a court of law? If "Yes," give dates, details and penalties for each occurrence on an attached sheet of paper. Do not include minor traffic violations. An answer of "Yes" to this question does not constitute an automatic barrier to employment.  Y  N

## EDUCATION

1. LAST HIGH SCHOOL ATTENDED: \_\_\_\_\_
  2. DID YOU GRADUATE FROM HIGH SCHOOL/DO YOU HAVE A GED CERTIFICATE?      \_\_\_ Y      \_\_\_ N
  3. COLLEGES/UNIVERSITIES/TRADE SCHOOLS:      Credits      Major/Minor      Dates      Degree
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
4. List Any Other Job Related Training/Courses You Have Taken. Also, List Any Other Job Related Qualifications You Possess. (Attach Transcripts or Relative Documentation).

## EMPLOYMENT

1. EMPLOYER: \_\_\_\_\_ DATES: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ POSITION HELD: \_\_\_\_\_  
SUPERVISOR: \_\_\_\_\_ MAY WE CONTACT?      \_\_\_ Y      \_\_\_ N  
SALARY AT TERMINATION \$ \_\_\_\_\_ PER \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_  
NUMBER/TYPE OF POSITIONS SUPERVISED: \_\_\_\_\_  
REASON FOR LEAVING: \_\_\_\_\_  
DUTIES: \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
2. EMPLOYER: \_\_\_\_\_ DATES: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ POSITION HELD: \_\_\_\_\_  
SUPERVISOR: \_\_\_\_\_ MAY WE CONTACT?      \_\_\_ Y      \_\_\_ N  
SALARY AT TERMINATION \$ \_\_\_\_\_ PER \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_  
NUMBER/TYPE OF POSITIONS SUPERVISED: \_\_\_\_\_  
REASON FOR LEAVING: \_\_\_\_\_  
DUTIES: \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

3. EMPLOYER: \_\_\_\_\_ DATES: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_ POSITION HELD: \_\_\_\_\_  
 SUPERVISOR: \_\_\_\_\_ MAY WE CONTACT? \_\_\_ Y \_\_\_ N  
 SALARY AT TERMINATION \$ \_\_\_\_\_ PER \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_  
 NUMBER/TYPE OF POSITIONS SUPERVISED: \_\_\_\_\_  
 REASON FOR LEAVING: \_\_\_\_\_  
 DUTIES: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

4. EMPLOYER: \_\_\_\_\_ DATES: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_ POSITION HELD: \_\_\_\_\_  
 SUPERVISOR: \_\_\_\_\_ MAY WE CONTACT? \_\_\_ Y \_\_\_ N  
 SALARY AT TERMINATION \$ \_\_\_\_\_ PER \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_  
 NUMBER/TYPE OF POSITIONS SUPERVISED: \_\_\_\_\_  
 REASON FOR LEAVING: \_\_\_\_\_  
 DUTIES: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

5. EMPLOYER: \_\_\_\_\_ DATES: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_ POSITION HELD: \_\_\_\_\_  
 SUPERVISOR: \_\_\_\_\_ MAY WE CONTACT? \_\_\_ Y \_\_\_ N  
 SALARY AT TERMINATION \$ \_\_\_\_\_ PER \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_  
 NUMBER/TYPE OF POSITIONS SUPERVISED: \_\_\_\_\_  
 REASON FOR LEAVING: \_\_\_\_\_  
 DUTIES: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**PERSONAL REFERENCES**

List the name, address, and phone number for three personal references. Please do not include former employers or relatives.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

