



Community Action
OF SOUTHERN KENTUCKY

COMMUNITY ACTION OF SOUTHERN KENTUCKY, INC.
INTERNAL APPLICATION FOR EMPLOYMENT
P.O. BOX 90014 ATTENTION: HUMAN RESOURCES
BOWLING GREEN, KENTUCKY 42102-9014
AN EQUAL OPPORTUNITY EMPLOYER

Position Applied For: _____ Current Salary: _____ Salary Requirement: _____

P E R S O N A L

Last Name:	First	Middle	Date ____ / ____ / ____
Street Address			Home Telephone ()
City, State, Zip			Business Telephone ()

T r a i n i n g

Special knowledge or skills (languages, machine operations, etc.)
Specialized Training, Apprenticeship, and Extra-Curricular Activities:
Degree:
Type:

Why are you interested in this position?

Why do you think you are qualified for this position?

List any special skills that would aid you in this position.

REFERENCES

Give name, address, and telephone number of three job-associated references who are not related to you.

Name	Address/City/State	Telephone	Occupation

APPLICANTS CERTIFICATION

I understand that receipt of this application does not imply that I will be employed nor does it indicate that there are positions available.

I understand I will be asked for information that will allow Community Action of Southern Kentucky, Inc. to comply with immigration and naturalization requirements.

I understand that by submitting this application, I am granting Community Action of Southern Kentucky, Inc. permission to investigate any of the information included in this application. I agree to cooperate in such investigation and release from all liability or responsibility all persons, organizations, companies and corporations collecting and supplying such information.

I understand that if I am hired my employment is for no definite period and will be at-will and may be terminated with or without cause and with or without notice at any time. I further understand that if I am hired my job will include any duties and tasks requested or directed by management, regardless of my job title. I understand that absent a written, signed contract my employment will remain at will, regardless of promotion, demotion or change of position.

I certify the information included in this application is correct and understand that misrepresentation of false or omitted facts, whenever discovered, may result in rejection of this application or dismissal from employment.

I understand and agree that should I secure employment with Community Action, I will return to any current or past employer, all confidential and proprietary information that is appropriately theirs. Further, I agree to not bring with me, share, or utilize any confidential or proprietary information for use at Community Action

I understand that Community Action of Southern Kentucky, Inc. is required, due to the competitive nature of its business and various contractual agreements with certain clients and vendors, to give notice to all employees of the confidential nature of its processes, computer programs, systems and related information which I may become knowledgeable of or may have access to in the course of my employment, and understand that any violation of such confidences may result in termination of my employment .

I have read and understand the foregoing seven (7) paragraphs and have voluntarily agreed to them.

_____ Date _____ Signature of Applicant

AGENCY USE ONLY:

Current Attendance Record: _____ Days Missed
Remarks: _____
References: Current Supervisor _____ Comments _____
Arrange 1 st Interview ___Yes ___No Date _____ Position Interviewed For: _____
Interviewer _____ Interviewer _____
Interviewer _____ Interviewer _____
Arrange 2nd Interview ___Yes ___No Date _____ Position Interviewed For: _____
Interviewer _____ Interviewer _____
Interviewer _____ Interviewer _____
Recommend for employment extended ___Yes ___No. Offer accepted ___Yes ___No
Job Title _____
Salary \$ _____ (hr/mo/yr) (Circle One)