



Helping People. Changing Lives.
A Community Action Partnership

Application for Employment

Equal Employment Opportunity Statement:

Columbia Opportunities, Inc. (COI) values diversity, equity and inclusion in our workplace. COI is committed to equal employment opportunity and non-discrimination in employment for all qualified persons without regard to age, race, creed, color, religion, sex, sexual orientation, gender identity or expression, marital or familial status, national origin, citizenship, ancestry, arrest record, veteran status, military status, predisposing genetic characteristics/genetic information or carrier status, disability, domestic violence victim status, reproductive health decision making, ethnic group identification, ethnic background, traits historically associated with race, or any other protected trait under federal, state or local law.

This policy applies to all employment practices and personnel actions, including advertising, recruitment, testing, screening, hiring, selection for training, promotion, advancement, transfer, demotion, layoff, separation, termination, compensation, benefits or overtime.

COI is also committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. To that end, COI will provide reasonable accommodations to such individuals during the application/hiring process or to perform the essential functions of their positions, except where doing so would pose an undue hardship. If you believe that you need a reasonable accommodation during the application/hiring process, including completing this application and participating in the interview/selection process, or to perform the essential functions of your position, you must notify the Human Resources Department. COI will work with you to develop any possible reasonable accommodation in connection with the application/hiring process or performance of the essential functions of your position. COI retains the right to select which accommodations, if any, will be granted.

Please print.

Applicant Name: First	Middle	Last

Address	City	State	Zip

Telephone Number	Email Address

Position(s) Applied For	Date of Application

How did you learn about this employment opportunity?

- COI Web Site
 COI Facebook Page
 Other—Specify:

On what date would you be available for work?

Are you 18 years of age or older? Yes No

If you are under 18 and it is required, can you furnish a work permit? Yes No

If hired, can you present evidence of legal right to work in the United States? Yes No

Are you able to meet the attendance requirements of the position(s) you are applying for?

Yes No

EDUCATION

List the last 3 schools attended.

1. Name of High School

Address

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Years Completed

Major

Diploma or GED obtained?

		<input type="checkbox"/> Yes <input type="checkbox"/> No
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2. Name of College

Address

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Years Completed

Major

Degree obtained?

		<input type="checkbox"/> Yes <input type="checkbox"/> No
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3. Name of College

Address

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Years Completed

Major

Degree obtained?

		<input type="checkbox"/> Yes <input type="checkbox"/> No
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PROFESSIONAL LICENSES/CERTIFICATIONS

Do you currently hold any job-related licenses or certifications? Yes No

If yes, please list the license(s) and for how long you have continuously held it/them:

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Have you ever had a professional license or certification revoked or been otherwise subject to professional discipline? Yes No

MILITARY SERVICE

Have you ever served in the U.S. military? Yes No

NOTE: If you answered "no" to the above question, please skip the rest of this section.

What was the length of your military service? _____ years, _____ months

What was your rank at time of discharge?

What type of training and work experience did you receive while in the military?

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EMPLOYMENT HISTORY

1. Employer

Supervisor

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Address

Phone

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Position Title and Duties

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Starting Date

Ending Date

Why did you leave this job?

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May we contact this employer? Yes No

2. Employer

Supervisor

--	--

Address

Phone

--	--

Position Title and Duties

--

Starting Date

Ending Date

Why did you leave this job?

--	--	--

May we contact this employer? Yes

3. Employer

Supervisor

--	--

Address

Phone

--	--

Position Title and Duties

--

Starting Date

Ending Date

Why did you leave this job?

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May we contact this employer? Yes No

Please explain any gaps in employment, if applicable:

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EMPLOYMENT REFERENCES

Name	Phone Number	Years Known

PERSONAL REFERENCES

Name	Phone Number	Years Known

APPLICANT'S STATEMENT

I understand that any offer of employment is contingent upon the verification of data I provide. I certify that the information provided in this application and in connection with my request for employment, including the interview process is true, accurate, and complete, to the best of my knowledge.

I understand that providing false or misleading information, including omission of fact at any time during the application and interview process may lead to refusal to hire or discharge from Columbia Opportunities, Inc. If Columbia Opportunities, Inc. employs me, I agree to follow all rules and regulations of the organization as they develop and change.

I understand that, as part of the application process, I may be asked to provide information of a personal nature, including work eligibility, work experiences, educational history, and references. I also understand that I am providing this information voluntarily and may discontinue the application process at any time. With this, I authorize Columbia Opportunities, Inc. to speak with my references, past employers/coworkers, educational institutions, to gather information about me, and to otherwise verify the accuracy of all information provided by me.

I authorize all former employers and references to provide any information about me to Columbia Opportunities, Inc. and release them of liabilities and damages of all kinds for providing this information.

I authorize Columbia Opportunities, Inc. to verify the accuracy of the information within this application. I also authorize the release of my educational transcripts to Columbia Opportunities, Inc. for education verification purposes.

I release Columbia Opportunities, Inc. from liability for collecting information about me and using it to make employment decisions.

If Columbia Opportunities, Inc. employs me, I understand that the employment relationship will be "at will" and that I will be free to resign at any time, with or without cause and with or without prior notice, and Columbia Opportunities, Inc. reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of Columbia Opportunities, Inc. is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing language are valid unless they are in writing and signed by Columbia Opportunities, Inc.'s Executive Director.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States.

Signature of Applicant

Date

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