

LOWCOUNTRY COMMUNITY ACTION AGENCY, INC.



Submit Applications to Human Resources Department
P.O. Box 1726
Walterboro, SC 29488
Telephone (843)549-5576
Fax Number (843) 549-2190

APPLICATION FOR EMPLOYMENT

Employees and applicants shall be afforded equal opportunity in all aspects of employment without regard to race, color, religion, political affiliation, national origin, disability, marital status, gender or age.

Please print clearly

Date _____ Position: _____ (One per application)

Name _____ Social Security Number _____ - _____ - _____
Last First Middle Initial

Present address _____
Number Street City State Zip

Telephone Number () _____ - _____ Message Phone () _____ - _____

EDUCATION

Circle the highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12

If you did not complete high school, do you have a high school equivalency diploma? Yes No Date Received? _____

Circle the number of years of post high school education 1 2 3 4 5 6 7

Name and Location of Institution Please list High School and College education	Dates Attended Mo./Yr.	Major or Specialty	Degree Received	Hours Completed
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

If you expect to complete an educational program in the near future, please indicate what type of degree or program and expected completion date: _____

LICENSES AND CERTIFICATIONS

List any licenses and/or certifications which you feel may be applicable to your application. Please include date of receipt.

For official use only			
_____ Meets BFOQ	_____ Experience	_____ Education	_____ License
_____ Does not meet BFOQ	_____ Other	_____ Date received	
Certified for: _____			
By: _____		Date: _____	

Name of Previous Employer _____

Address _____ Phone Number (_____) _____ - _____ Job Title _____

Supervisor's Name _____ Dates Employed From _____ To _____

Starting Salary _____ Ending Salary _____ Your name if different from present _____

Describe your duties and responsibilities _____

_____ Full-time Part-time

Reason for Leaving _____

Name of Previous Employer _____

Address _____ Phone Number (_____) _____ - _____ Job Title _____

Supervisor's Name _____ Dates Employed From _____ To _____

Starting Salary _____ Ending Salary _____ Your name if different from present _____

Describe your duties and responsibilities _____

_____ Full-time Part-time

Reason for Leaving _____

Name of Previous Employer _____

Address _____ Phone Number (_____) _____ - _____ Job Title _____

Supervisor's Name _____ Dates Employed From _____ To _____

Starting Salary _____ Ending Salary _____ Your name if different from present _____

Describe your duties and responsibilities _____

_____ Full-time Part-time

Reason for Leaving _____

KNOWLEDGE, SKILLS AND ABILITIES

List any additional information you feel will assist in the evaluation of your qualifications. Include training, seminars, workshops, specialized skills and achievements. _____

REFERENCES

Please give 4 professional references, excluding former employers and relatives.

Name	Address	Telephone
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

MISCELLANEOUS

Are you available to work? Full-Time Part-Time

If hired, on what date would you be available to start? _____

For purposes of compliance with the Immigration Reform and Control ACT of 1986, are you legally eligible for employment in the United States? Yes No. You will be required to provide documentation to that effect should you be employed.

Have you ever been employed by us before? _____ If yes, specify dates and position _____

Do you have any relatives employed with us? _____ If so, whom? _____

If hired, do you have a reliable means of transportation? _____

Have you been convicted of any moving violations of traffic laws within the past 3 years? Yes No. If yes, please give details. _____

If hired, will you provide a copy of your driving record? Yes No

Have you ever been arrested, received Notice to Appear, been charged, convicted, plead Nollo Contendere or pleaded guilty to any criminal violation? (A "YES" answer will not necessarily disqualify you from employment.) Yes No. If yes, please give details. _____

I hereby certify that all entries above and all attachments are true and complete, and I agree and understand that any falsification of information herein, regardless of time of discovery, may cause forfeiture on my part to any employment in the service of Lowcountry Community Action Agency, Inc., (hereinafter referred to as "LCAA"). I understand that all information on this application is subject to verification and I consent to criminal history, drug screening and background checks. I also consent to references and former employers and educational institutions listed being contacted regarding this application. This consent shall continue to be effective during my employment if I am hired. I further authorize LCAA to rely upon and use, as it sees fit, any information received from such contacts.

Signature of Applicant _____

Date signed _____

EQUAL EMPLOYMENT OPPORTUNITY QUESTIONNAIRE (optional)

To comply with the United States Government Equal Employment Opportunity requirements, we are asking all applicants for employment to complete this form. Data collected will be used for statistical purposes and to measure effectiveness of recruitment efforts and selection procedures. The information which you provide will be kept confidential.

1. Sex: Male Female

2. Position(s) for which you are applying:

3. Racial/ Ethnic Data (please check one)

American Indian (includes Alaskans)

Asian and Asian American (includes Pakistanis Indians & Pacific islanders)

Black (includes Jamaican, Bahamians, and other Caribbeans of African but not Hispanic or Arabian descent)

Hispanic (includes persons of Mexican, Puerto Rican, Central or South American or other Spanish origin)

White (includes Arabian)

Other (please specify)

4. Please indicate your date of birth: / /

5. How were you referred to LCAA?

Newspaper*

Agency Job Postings

Internet*

Other (Please specify)

One Stop Career Centers

* Specify name of newspaper or Internet site