



# APPLICATION FOR EMPLOYMENT

Emerge! Center Against Domestic Abuse believes that diversity strengthens us as an organization and therefore, we seek a diverse workforce. Additionally, Emerge! is an equal opportunity employer and will consider all qualified applicants for positions equally without regard to race, color, religion/creed, gender, pregnancy, sexual orientation, gender identity or expression, national origin, age, physical or mental disability, genetic information, marital status, familial status, ancestry, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws.

This application, if completed in full, will be given every consideration, but its receipt does not imply that the applicant will be interviewed or employed. Each question should be answered in a complete and accurate manner as no action can be taken on this application unless it is complete.

## ***Application Must Be Completed in Full for Consideration***

Date of Application: \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle

Position applied for: \_\_\_\_\_  
Please be specific

Salary Desired: \_\_\_\_\_

Type of Employment Desired: Full Time  Part Time

Please specify the schedule you are applying for (listed on the job posting):  
\_\_\_\_\_

I need to give notice to my current employer Yes  No

How much notice do they request? \_\_\_\_\_

I could be available to start on: \_\_\_\_\_

How did you learn of our agency and/or positions? (Please mark only one option in the table below.)

Emerge! Website		
Recruiting/Jobing.com		
Indeed		
UA		
Pima Community College		
ASU		
Employee Referral	Name of employee:	
Other	Please specify:	

Have you previously applied for employment at Emerge? Yes  No

If yes, please state the date of your last application: \_\_\_\_\_

Have you previously been employed by Emerge? Yes  No

If yes, please state the dates you were employed: \_\_\_\_\_

The position you are applying for may require you to work hours in addition to the schedule posted. Are you able to work hours in addition to the posted schedule?

Yes  No

If no, please explain:

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Have you ever been disciplined for violating company rules or regulations?

Yes  No

If yes, please explain:

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## WORK HISTORY

**- Your Resume Is Not a Substitute for Completing the Following (except where noted) -**

List your most recent employer first. Account for at least 10 years post high school (as applicable) including military service and any periods of unemployment.

Your Current or Previous Employer		Dates Employed (mm/yy)	Starting Pay \$
	Address	From: /	
City, State, Zip		To: /	Ending Pay \$
Your Supervisor			
Employer's Phone Number			
Industry/Business Type			
Your Title			
What did you do in this job?			
(if your resume specifies this information, please attach it and you may leave this portion blank)			
Reason for Leaving			
Currently Employed?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
May we contact?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Average Hours Worked/Week

Your Previous Employer		Dates Employed (mm/yy)	Starting Pay \$
	Address	From: /	
City, State, Zip		To: /	Ending Pay \$
Your Supervisor			
Employer's Phone Number			
Industry/Business Type			
Your Title			
What did you do in this job?			
(if your resume specifies this information, please attach it and you may leave this portion blank)			
Reason for Leaving			
May we contact?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Average Hours Worked/Week

Your Previous Employer Address		Dates Employed (mm/yy)	Starting Pay \$
		From: /	
City, State, Zip		To: /	Ending Pay \$
Your Supervisor			
Employer's Phone Number			
Industry/Business Type			
Your Title			
What did you do in this job?			
(if your resume specifies this information, please attach it and you may leave this portion blank)			
Reason for Leaving			
May we contact?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Average Hours Worked/Week

Your Previous Employer Address		Dates Employed (mm/yy)	Starting Pay \$
		From: /	
City, State, Zip		To: /	Ending Pay \$
Your Supervisor			
Employer's Phone Number			
Industry/Business Type			
Your Title			
What did you do in this job?			
(if your resume specifies this information, please attach it and you may leave this portion blank)			
Reason for Leaving			
May we contact?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Average Hours Worked/Week

Which of these jobs did you like best?

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What did you like most about this job?

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## EDUCATION

Do you have a high school diploma or GED? Yes  No

Higher degrees you may have earned:

	Did you graduate? Y/N	Name of School	Program or Area studied Degree Major/Minor (as applicable)
Associate			
Bachelor			
Master			
PhD			

Other Professional Education you may have completed (which is relevant to the position you are applying for):

Name of School	Program or Area Studied	Diploma or Certificate Earned

**VOLUNTEER EXPERIENCE:** Please list any relevant volunteer experience. Please do not list experience which may be protected by City, State or Federal laws/regulations.

Name of Agency/Group	Dates	Types of Tasks/Duties

Please list skills/certifications/licenses you have which are pertinent to the position for which you are applying:

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To provide the highest level of services for our clients, Emerge! ensures we have employees who are fluent in Spanish. On occasion, we may also have clients who need assistance in other languages. Please respond to the following questions to help us understand what languages in which you're fluent.

**If the position you are applying for does not require you to be bilingual (English / Spanish), your responses to these questions will not disqualify you.**

Can you speak Spanish *fluently*? Yes  No  Can you read Spanish? Yes  No

Can you write in Spanish? Yes  No

**(These skills will be assessed during the hiring process.)**

Additional Languages read, written or spoken fluently other than English and Spanish:

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## PERSONAL INFORMATION

This information will be kept confidential and separate from your completed application.



Date of Application: \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle

Main Contact # \_\_\_\_\_

Alternate Contact # \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Address: \_\_\_\_\_  
Number/Street City State Zip

Are you 18 years of age or older? Yes  No

Do you have the legal right to be employed in the U.S.? Yes  No

Have you ever been convicted of any crime (excluding minor traffic violations), including driving while under the influence of alcohol or drugs?

Yes  No  If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Most positions at Emergel! require driving on agency business, at some point in time, either in an agency vehicle or a personal vehicle (mileage reimbursed). Proof of current insurance will be required upon employment.

Do you have a valid Driver's License? Yes  No

Do you have any restrictions on your license which would prevent you from driving an agency vehicle or on agency business?

Yes  No  If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you aware of any restrictions you may have on a current fingerprint card OR would be implemented when an application is submitted for fingerprint clearance?

Yes  No