



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 schedule posted?

Yes No

If no, please explain:

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

Yes No

If yes, please explain:

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		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		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

Which of these jobs did you like best?

What did you like most about this job?

EDUCATION

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

Higher degrees you may have earned:

	Did you graduate?	Name of School	Program or Area studied Degree Major/Minor (as applicable)
	Yes No		
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:

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:

Use the space below to describe why you are interested in working for our agency. If you need more space, please continue on a separate sheet.

PROFESSIONAL REFERENCES

Please list individuals who can speak to your work experience. Please do not list family members or friends.

Name	Phone Number	Email Address	Relationship

APPLICATION AGREEMENT:

I certify that information provided in this application is true and correct to the best of my knowledge. I understand that if I am employed, any false, misleading or otherwise incorrect statements made on this application form or during any interviews may be grounds for termination. I hereby authorize Emerge! to contact any company or individual it deems appropriate to confirm my employment history, character and qualifications and I give my full and complete consent to their revealing any and all information they wish as a result of this process and follow-up. In addition, I hereby waive my right to bring any cause of action against these individuals for defamation, invasion of privacy or any other reason because of their statements. If employed, I agree to abide by the policies and procedures of Emerge!. I also understand that my employment is "at-will" and may be terminated by myself or by the agency at any time for any reason or no reason at all, with or without prior notice. I further understand that only the CEO has the authority to make any agreement contrary to "at-will".

By checking this box, and typing my name on the signature line below, I am certifying the above Application Agreement by my electronic signature.

Signature

Date

Please make sure to complete page 7 of this document!

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 Emerge! 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