



Application for Employment

We are an Equal Opportunity Employer

“Committed to improving our communities...one life at a time”

APPLICANT INFORMATION

Last Name:		First Name:		MI:	Date:
Address (Street, City, State, Zip Code):					
Phone Number:		Alternate Phone Number:		Email Address:	

POSITION INFORMATION

Position(s) applying for: 1. 2.		May we refer your application within the agency for other positions for which you may qualify? Yes No		Available start date:	
Have you been employed by BWCAA? Yes No			Are you available to work: Full-Time Part-Time		
If yes, list dates:					
Are you related to anyone currently employed by Bell-Whitley Community Action Agency OR currently serving on the Board of Directors or Policy Council? Yes No					
If yes, list name and relationship:					
Are you currently employed? Yes No		If yes, may we contact your present employer? Yes No			
Are you authorized to work in the United States? Yes No					
<i>If employed, you must show documentation that proves your identity and employment eligibility.</i>					
Do you have a valid driver's license? Yes No		Do you have a reliable means of transportation? Yes No		Available to travel? Yes No	
How did you find out about this job opening? BWCAA Website BWCAA Employee Friend or Relative Walk-in Employment Agency Facebook Other					

EDUCATION

	Name and Location of School	Number of Years Completed	Diploma, Degree, or Certificate	Course of Study
High School				
College/University				
Other				
Other				

List Professional, trade, business or civic activities and offices held. (Exclude those that indicate race, color, religion, gender, national origin, age, handicap, marital status, sexual orientation, political affiliation or belief.)

EMPLOYMENT HISTORY		
Dates Employed (Month/Year): to	Position Title:	
Salary Start: \$ Final:\$	Organization Name and Address (city, state):	
Full-time Part-time		
May we contact this employer for references? Yes No	Supervisor's Name/Title:	Supervisor's Phone number:
Duties:		
Reason for leaving:		

EMPLOYMENT HISTORY		
Dates Employed (Month/Year): to	Position Title:	
Salary Start: \$ Final:\$	Organization Name and Address (city, state):	
Full-time Part-time		
May we contact this employer for references? Yes No	Supervisor's Name/Title:	Supervisor's Phone number:
Duties:		
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Dates Employed (Month/Year): to	Position Title:	
Salary Start: \$ Final:\$	Organization Name and Address (city, state):	
Full-time Part-time		
May we contact this employer for references? Yes No	Supervisor's Name/Title:	Supervisor's Phone number:
Duties:		
Reason for leaving:		

REFERENCES		
Please list at least three professional or personal references. Please do not list any references included in the Employment History section above. Please do not list anyone related to you.		
Name	Address	Phone Number

QUALIFICATIONS
Please use the space below to add any additional knowledge, skills, etc., to describe qualifications you feel may be helpful to us in considering your application.

Have you ever been convicted of violating any law (omit minor traffic violations)?	Yes	No
If yes, list conviction(s), date(s), and place(s). Conviction is not an automatic rejection.		

Agreement

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in the application for employment as may be necessary to make an employment decision. I further authorize my former employers, and other references listed herein to furnish information regarding my performance, work habits, and such other information as Bell-Whitley CAA, Inc. may require in considering my application for employment. I agree that agency business needs may vary and agree that the following may be necessary: additional work time, rotating work schedule, a work schedule other than Monday through Friday.

I understand that my inclusion of false or misleading information on this application may be grounds for immediate dismissal from employment when discovered without regard to the length of my employment. I understand this application is not and is not intended to be a contract of employment. There is no guarantee of a job offer or job interview in completing this application blank. I further acknowledge that if hired, I will be an "at-will" employee. I agree and understand that the agency is an "employment at will" employer, and as such, my employment is for an indefinite period of time and that the agency can change wages, benefits, and conditions at any time. **Bell-Whitley CAA, Inc. is an equal opportunity provider and employer dedicated to respecting and promoting the unique identity of each client, child and family and will refrain from stereotyping on the basis of gender, race, ethnicity, sexual orientation, culture, religion or disability and I acknowledge that if hired I will abide by these standards of conduct.** Due to the large number of applications received by Bell-Whitley CAA, Inc. and the competitive nature of the employment process, specific reason for employment decisions will not be released.

In completing the application blank, applicant may be subject to the following pre-employment checks: employment reference checks from former employers, criminal records check, central registry check, drug screening, physical examination, tb risk assessment, etc.

(Applicant's Signature)

(Printed Name of Applicant)

(Date)

Applications may be mailed, emailed, or personally delivered to our Pineville or Williamsburg offices.
Please see below for contact information.

Mailing: PO Box 159, Pineville, KY 40977 or PO Box 427, Williamsburg, KY 40769
Physical: 129 North Pine Street, Pineville, KY 40977 or 215 North 4th Street, Williamsburg, KY 40769
Email: jobs@bellwhitley.com
Phone: (606)337-3044 or (606)549-3933

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