

Date Received:	By:
COMMUNITY ACTION AGENCY OF COLUMBIANA COUNTY, INC.	
7880 LINCOLN PLACE LISBON, OHIO 44432	

**EMPLOYMENT APPLICATION**

NAME: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY/STATE: \_\_\_\_\_

POSITION APPLYING FOR: \_\_\_\_\_

<b>EDUCATIONAL HISTORY</b>
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SCHOOL/INSTITUTION	NUMBER OF YEARS COMPLETED 1 2 3 4 (PLEASE CIRCLE ONE)

PLEASE DESCRIBE ANY SPECIAL TRAINING, SKILLS, CERTIFICATIONS:

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<b>EMPLOYMENT HISTORY</b>
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EMPLOYER	WHEN (LIST DATES)	JOB TITLE	REASON FOR LEAVING

PLEASE LIST THREE (3) REFERENCES BELOW. REFERENCES MUST BE OF A BUSINESS OR PROFESSIONAL NATURE. DO NOT LIST RELATIVES OR FRIENDS.

NAME	PHONE	COMPANY/BUSINESS

HAVE YOU EVER BEEN CONVICTED OF A FELONY? \_\_\_\_\_ YES \_\_\_\_\_ NO

IF YES, PLEASE EXPLAIN: \_\_\_\_\_

PLEASE STATE BRIEFLY WHY YOU ARE APPLYING FOR THIS POSITION:  
 \_\_\_\_\_  
 \_\_\_\_\_

I certify that the information I have provided here is true to the best of my knowledge, and understand that any false information will be grounds for rejection of this application or termination of employment should I be hired.

\_\_\_\_\_  
 Signature Date

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 THE COMMUNITY ACTION AGENCY OF COLUMBIANA COUNTY, INC IS AN EQUAL OPPORTUNITY EMPLOYER. THE CAA HIRES INDIVIDUALS ON THE BASIS OF THEIR QUALIFICATIONS. NO INDIVIDUAL SHALL BE DENIED EMPLOYMENT DUE TO RACE, COLOR, CREED, NATIONAL ORIGIN, SEX, PHYSICAL OR MENTAL DISABILITIES, AGE, OR MARITAL STATUS. THE CAA MAINTAINS JOB APPLICATIONS ON FILE FOR SIX (6) MONTHS FROM THE DATE RECEIVED. THE CAA DOES NOT GUARANTEE EMPLOYMENT TO ANYONE AND MAY TERMINATE EMPLOYMENT FOR ANY REASON.  
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STAFF USE ONLY

DATE INTERVIEWED: \_\_\_\_\_ POSITION: \_\_\_\_\_

INTERVIEWED BY: \_\_\_\_\_

ACTION TAKEN: \_\_\_\_\_

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