



Volunteer Application

IT IS THE POLICY OF COMMUNITY LIFE CONCEPTS INC. TO PROVIDE EQUAL EMPLOYMENT OPPORTUNITIES WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, DISABILITY, OR ANY OTHER PROTECTED STATUS. NO QUESTION ON THIS APPLICATION IS ASKED FOR THE PURPOSE OF LIMITING OR EXCLUDING ANY APPLICANT'S CONSIDERATION FOR EMPLOYMENT BECAUSE OF HIS OR HER RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, DISABILITY, OR ANY OTHER PROTECTED STATUS.

All questions must be completed in full unless otherwise indicated.

Personal Data			
Name (Last, First, Middle)		Date of Application	
Current Street Address	City	State	Zip
Previous Address	City	State	Zip
Telephone Numbers Work/Day: _____ Home/Evening: _____			
Are you legally eligible to work in the U.S.? <i>(All applicants will be required to furnish proof of identity and legal work authorization within three (3) days of hire.)</i> <input type="checkbox"/> Yes <input type="checkbox"/> No			
Are you at least 18 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No		Email address: _____	
Have you ever worked for or applied to CLC before today? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, complete the following: Approximate Date Location Results	
Work Preference			
Type of Position Desired		Salary Requirements \$ _____ per _____	
Date Available for Work	Work Location/Geographic Preference 1 st _____ 2 nd _____		
Type of Employment Desired <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary <input type="checkbox"/> Intern <input type="checkbox"/> Other			
Employment History			
Please list your job history in chronological order beginning with your present or most recent job. You may attach a resume, but this section must be completed as well. <i>(Applicant may include in such history any work performed on a temporary, cooperative, summer and/or volunteer basis).</i>			
Present or Most Recent Employer	Type of Business	Telephone Number	Dates of Employment From: _____ To: _____
Address (Street Number, City, State and Zip)		Starting Base Salary \$ _____ per: _____	
Job Title	Supervisor Name and Title	Final Base Salary \$ _____ per: _____	
Reason for Leaving	Describe Your Responsibilities _____ or <input type="checkbox"/> See Attached Resume		
May we contact this company? <input type="checkbox"/> Yes <input type="checkbox"/> No	If no, may we contact upon your acceptance of our employment offer? <input type="checkbox"/> Yes <input type="checkbox"/> No Contact Name: _____		

Employment History (con't)

Previous Employer	Type of Business	Telephone Number	Dates of Employment From: To:
Address (Street Number, City, State and Zip)		Starting Base Salary \$ per:	
Job Title	Supervisor Name and Title	Final Base Salary \$ per:	
Reason for Leaving	Describe Your Responsibilities OR <input type="checkbox"/> See Attached Resume		
May we contact this company? <input type="checkbox"/> Yes <input type="checkbox"/> No	If no, may we contact upon your acceptance of our employment offer? <input type="checkbox"/> Yes <input type="checkbox"/> No Contact Name:		

Previous Employer	Type of Business	Telephone Number	Dates of Employment From: To:
Address (Street Number, City, State and Zip)		Starting Base Salary \$ per:	
Job Title	Supervisor Name and Title	Final Base Salary \$ per:	
Reason for Leaving	Describe Your Responsibilities OR <input type="checkbox"/> See Attached Resume		
May we contact this company? <input type="checkbox"/> Yes <input type="checkbox"/> No	If no, may we contact upon your acceptance of our employment offer? <input type="checkbox"/> Yes <input type="checkbox"/> No Contact Name:		

Previous Employer (including address)	Dates of Employment From: To:	Telephone Number	Reason for Leaving
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References

Name	Years Known	Address	Telephone Number
Name	Years Known	Address	Telephone Number
Name	Years Known	Address	Telephone Number

Education

Name and address of high school(s), college(s) or other schooling (include street, city, state and zip).	Number of Years Completed	Did you graduate?	Major Studies/Degree(s)

Additional Information

Have you been convicted of a felony that has not been sealed, expunged, impounded or for which a successful diversion program was not completed? *

Yes No

If yes, please give the date, place, and nature of each such conviction and an explanation.**

Have you ever been discharged from employment due to a violation of company policy or a situation involving dishonesty?

Yes No

If yes, please explain. A "yes" response will not automatically disqualify you from employment.

**** Conviction of a crime will not necessarily be a bar to employment. Factors such as age at the time of the offense, type of offense, remoteness of offense in time, and rehabilitation will be taken into account in determining suitability for employment.**

As An Applicant You Agree To And Understand The Following:

1. I hereby represent to CLC that I am legally entitled to accept employment within the United States.
2. This Application will be considered active for a maximum of thirty (30) days. If you wish to be considered for employment after that time you must reapply.
3. I certify that the information provided in this Application (and accompanying resume or documentation) is complete and correct. I authorize my previous employers named above or any of their agents to disclose any information in their possession regarding my prior employment. In consideration of their cooperation in furnishing said information, I hereby release my prior employers from any and all liability which may arise out of their furnishing said information to Community Life Concepts.
4. I understand that CLC conducts background investigations and substance abuse testing to determine suitability for employment. I understand the Company may require, as a condition of employment, biological samples (hair/and/or urine and/or blood) to determine drug (controlled substance) contamination. I realize that a non-negative drug test will disqualify me from employment.
5. It is understood and agreed that any misrepresentation or omission of information shall result in the cancellation of my Application or my separation from employment regardless of when the misrepresentation or omission is discovered.
6. I understand that nothing in this Application or in the Company's personnel guidelines, handbooks, policies or procedures is intended to create, or does create, an employment contract between the Company and me. I further understand and agree that if I am offered employment by the Company it will be on an at-will basis. This means that either the Company or I may terminate the employment relationship at any time for any reason, with or without cause.
7. If you have signed an employment agreement, confidentiality agreement or any other document with a prior employer that might restrict your activities if hired by CLC, you must disclose this fact before a job offer is made. Failure to disclose such information is grounds for termination of your employment.

I have read and understand the above.

Applicant's Signature

Date

Updated: 5/13/08