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| **Application**  **For Employment** | **Community Legal Aid Society, Inc.**  **Community Service Building**  **100 W. 10th Street, Suite 801**  **Wilmington, DE 19801** |

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| We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status. |

***This application shall be considered for a period of time not to exceed one year. Applicants wishing to be considered for employment beyond this time period should inquire whether or not applications are being accepted at that time.***

***(PLEASE PRINT)***

|  |  |
| --- | --- |
| Position(s) Applied For | Date of Application |
| How Did You Learn About Us?  □ Advertisement □ Friend □ Walk-In  □ Employment Agency □ Relative □ Other | |

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| Last Name First Name Middle Name | | | |
| Address *Number Street City State Zip Code* | | | |
| Telephone Number(s) | Social Security Number | | |
|  |  |  |

If you are under 18 years of age, can you provide required

proof of your eligibility to work? □ Yes □ No

Have you ever filed an application with us before? □ Yes □ No

If yes, give date

Have you ever been employed with us before? □ Yes □ No

If yes, give date

Are you currently employed? □ Yes □ No

May we contact your present employer? □ Yes □ No

On what date would you be available for work?

Are you available to work: □ Full-Time □ Part-Time

Can you travel if a job requires it? □ Yes □ No

Have you been convicted of a felony within the last 7 years? □ Yes □ No

*Conviction will not necessarily disqualify an applicant from employment.*

If yes, please explain

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| WE ARE AN EQUAL OPPORTUNITY EMPLOYER |

**Education**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **NAME AND ADDRESS**  **OF SCHOOL** | **COURSE OF**  **STUDY** | **YEARS**  **COMPLETED** | **DIPLOMA**  **DEGREE** |
| High  School |  |  |  |  |
| Undergraduate  College |  |  |  |  |
| Graduate/  Professional |  |  |  |  |
| Law  School |  |  |  |  |

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| **Indicate any foreign languages you can speak, read and/or write** | | | |
|  | **FLUENT** | **GOOD** | **FAIR** |
| **SPEAK** |  |  |  |
| **READ** |  |  |  |
| **WRITE** |  |  |  |

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| **For Attorneys only: if you are admitted to practice, to what state(s) are you admitted?** |
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| **Specialized skills - please check** |
| Personal Computer □ |
| Typewriter □ |
| WordPerfect □ |
| Lotus 1-2-3 □ |

**Employment Experience**

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

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| **1.** | Employer | | Dates Employed | | **Work Performed** |
| From | To |
|  | Address | |  |  |  |
|  | Telephone Number(s) | | Hourly Rate/Salary | |
| Starting | Final |
|  | Job Title | Supervisor |  |  |
|  | Reason for Leaving | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **2.** | Employer | | Dates Employed | | **Work Performed** |
| From | To |
|  | Address | |  |  |  |
|  | Telephone Number(s) | | Hourly Rate/Salary | |
| Starting | Final |
|  | Job Title | Supervisor |  |  |
|  | Reason for Leaving | |

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| --- | --- | --- | --- | --- | --- |
| **3.** | Employer | | Dates Employed | | **Work Performed** |
| From | To |
|  | Address | |  |  |  |
|  | Telephone Number(s) | | Hourly Rate/Salary | |
| Starting | Final |
|  | Job Title | Supervisor |  |  |
|  | Reason for Leaving | |

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| --- | --- | --- | --- | --- | --- |
| **4.** | Employer | | Dates Employed | | **Work Performed** |
| From | To |
|  | Address | |  |  |  |
|  | Telephone Number(s) | | Hourly Rate/Salary | |
| Starting | Final |
|  | Job Title | Supervisor |  |  |
|  | Reason for Leaving | |

If you need additional space, please continue on a separate sheet of paper.

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| List professional, trade, business or civic activities and offices held.  *You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status.* |
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**Additional Information**

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| **Other Qualifications**  Summarize special job-related skills and qualifications acquired from employment or other experience. |
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| **State Additional Information That Would Be Helpful When Considering Your Application** |
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**References**

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| **Name** | **Address** | **Phone #s** | **Relationship** |
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**Applicant’s Statement**

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| I certify that answers given herein are true and complete to the best of my knowledge.  I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.  In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.  **I further understand that proof of eligibility to work in the United States will be required upon employment.**    Signature of Applicant Date |