



*The Power Center Community Development Corporation is an equal opportunity employer. This application will not be used for limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Applicants requiring reasonable accommodation in the application and/or interview process should notify a representative of the organization.*

**Instructions: Type or print clearly in black or blue ink. Answer all questions.**

NAME (Last, First, Middle)

\_\_\_\_\_

SOC. SEC. #

\_\_\_\_\_

ADDRESS (Number and Street, City, State, Zip Code)

\_\_\_\_\_

HOME PHONE NO.

( ) \_\_\_\_\_

E-MAIL ADDRESS

\_\_\_\_\_

CELL PHONE NO.

( ) \_\_\_\_\_

POSITION DESIRED

\_\_\_\_\_

Full-time  Part-time

Temporary

WHAT DATE ARE YOU AVAILABLE TO START WORK?

\_\_\_\_\_

HAVE YOU EVER APPLIED TO / WORKED FOR THE  
POWER CENTER COMMUNITY DEVELOPMENT  
CORPORATION BEFORE?

Yes  No

IF YES, PLEASE EXPLAIN (INCLUDE DATE):

\_\_\_\_\_

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IF HIRED, ARE YOU WILLING TO SUBMIT TO AND PASS  
A CONTROLLED SUBSTANCE TEST? Yes \_\_\_ No \_\_\_

IF HIRED, WOULD YOU BE ABLE TO PRESENT EVIDENCE  
OF YOUR U.S. CITIZENSHIP OR PROOF OF YOUR LEGAL  
RIGHT TO WORK IN THE UNITED STATES? Yes \_\_\_ No \_\_\_

HAVE YOU EVER BEEN CONVICTED OF A CRIMINAL  
OFFENSE (FELONY OR MISDEMEANOR)? Yes \_\_\_ No \_\_\_

IF YES, PLEASE DESCRIBE THE CRIME - STATE NATURE  
OF THE CRIME(S), WHEN AND WHERE CONVICTED AND  
DISPOSITION OF THE CASE.

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*Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The date of the offense, the nature of the offense, including any significant details that affect the description of the event, and the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.*

**EDUCATION**

	NAME AND ADDRESS OF SCHOOL	MAJOR	DEGREE/ DIPLOMA
High School	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

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College

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Trade, business,  
other

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**SPECIAL SKILLS AND QUALIFICATIONS:** List job-related licenses, skills, training, honors, awards, and special accomplishments

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**EMPLOYMENT HISTORY:** (START WITH PRESENT OR LAST POSITION)

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Phone: \_\_\_\_\_

Position Title: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

Duties: \_\_\_\_\_  
\_\_\_\_\_

Salary: \_\_\_\_\_  
(first) (last)

Reason for leaving: \_\_\_\_\_

May we contact this employer? Yes \_\_\_\_\_ No \_\_\_\_\_

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Phone: \_\_\_\_\_

Position Title: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

Duties: \_\_\_\_\_  
\_\_\_\_\_

Salary: \_\_\_\_\_  
(first) (last)

Reason for leaving: \_\_\_\_\_

May we contact this employer? Yes \_\_\_\_\_ No \_\_\_\_\_

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Phone: \_\_\_\_\_

Position Title: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

Duties: \_\_\_\_\_

\_\_\_\_\_

Salary: \_\_\_\_\_

(first)

(last)

Reason for leaving: \_\_\_\_\_

May we contact this employer? Yes \_\_\_\_\_ No \_\_\_\_\_

**REFERENCES: (EXCLUDE RELATIVES)**

Name/Title	Address and Phone No.	Occupation
1. _____	_____	_____
_____	_____	_____
_____	_____	_____
2. _____	_____	_____
_____	_____	_____
_____	_____	_____
3. _____	_____	_____

\_\_\_\_\_  
\_\_\_\_\_

**Please Read and Initial Each Paragraph, then Sign Below**

I certify that I have not purposely withheld any information that might adversely affect my chances for hiring. I attest to the fact that the answers given by me are true & correct to the best of my knowledge and ability. I understand that any omission (including any misstatement) of material fact on this application or on any document used to secure can be grounds for rejection of application or, if I am employed by this company, terms for my immediate expulsion from the company.

\_\_\_\_\_

I permit the company to examine my references, record of employment, education record, and any other information I have provided. I authorize the references I have listed to disclose any information related to my work record and my professional experiences with them, without giving me prior notice of such disclosure. In addition, I release the company, my former employers & all other persons, corporations, partnerships & associations from any & all claims, demands or liabilities arising out of or in any way related to such examination or revelation.

\_\_\_\_\_

**Applicant's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_