

Kno-Ho-Co-Ashland Community Action Commission

(740) 622-9801

Application for Employment

120 N. Fourth Street Coshocton, Ohio 43812

Date: _____

Name: _____ Phone: () _____

Address: _____ City: _____ Zip: _____ County _____

Which division of the agency are you applying to? _____ Email: _____

Position for which you are applying: _____ Geographical Limitations: _____

Are you interested in other positions if available? _____

EDUCATION:

Schools attended and location	Special Awards/Certificates	Subject of Study	Degree Awarded

WORK EXPERIENCE: List 3 most recent employers

Employer and Address	Position/Duties	Hourly Wage	Length of Employment	Reason for Leaving	Supervisor

REFERENCES:

Name	Address/Phone	Occupation/Relationship

WRITING SAMPLE: Please write a paragraph on how you heard about the agency and why you are interested in a position.

OVER

WHAT SPECIAL ABILITIES, SKILLS, CERTIFICATIONS, LICENSES OR INTERESTS DO YOU HAVE THAT MAY BE VALUABLE TO US, OR IS THERE ANY OTHER INFORMATION WE SHOULD CONSIDER?

The information which has been provided is correct to the best of my knowledge and belief. Purposefully giving false information will be just cause in refusing or terminating employment. Applicants may be required to submit to pre-employment drug and alcohol testing and criminal background checks. By signing this application you are granting the agency permission to contact any references, former employers or persons familiar with your work. Kno-Ho-Co-Ashland CAC is an Equal Opportunity Employer and an Equal Provider of Services.

Signature of Applicant Date

Agency Use:

Date Received:	Date Received:
Interviewer:	Interviewer:
Interviewer:	Interviewer:
Hire Date:	Hire Date:
Notes:	