



Helping People, Changing Lives
Community Action Agency
of
Northeast Alabama

www.caaneal.org | 1481 McCurdy Ave. S, Rainsville, AL 35986 | 256-638-4430

Employee Application

Full Name: _____

Address: _____

Phone: _____ Email: _____

Date Available: _____

For the following questions below circle yes or no.

Are you a citizen of the United States? Yes No

If no, are you authorized to work in the U.S.? Yes No

Have you ever been convicted of a felony? Yes No

If yes, explain: _____

Education

High School: _____

From: _____ To: _____ Did you graduate? Yes No

College: _____

From: _____ To: _____ Did you graduate? Yes No Degree: _____

References

Please list two professional references:

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: _____ Ending Salary: _____

Responsibilities: _____

From: _____ To: _____ Reason for leaving: _____

May we contact your previous supervisor for a reference? Yes No

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: _____ Ending Salary: _____

Responsibilities: _____

From: _____ To: _____ Reason for leaving: _____

May we contact your previous supervisor for a reference? Yes No

Please list additional skills

- 1.) _____
- 2.) _____
- 3.) _____
- 4.) _____
- 5.) _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview my result in release.

Signature: _____ **Date:** _____

Mission Statement:

To build coalitions of partnerships, volunteers, and programs dedicated to breaking the cycle of poverty by improving the quality of life and empowering community participants to become self-sufficient in our service area.