PLEASE COMPLETE AND FAX TO HUMAN RESOURCES AT 623-742-6170, EMAIL TO **jobswithanthem@anthemcouncil.com**
OR MAIL TO ANTHEM COMMUNITY COUNCIL, ATTN: HR, 3701 W. ANTHEM WAY, STE. #201, ANTHEM, AZ 85086.

Anthem Community Council is an equal opportunity employer and does not discriminate on the basis of race, color, gender, religion, age, marital status, sexual preference, sexual orientation, language, ancestry, medical condition(s), disability, national origin, or any other category protected by law. Those applicants who will require reasonable accomodations in the interview process should contact the Human Resources Department of the Anthem Community Council.

**IMPORTANT NOTICE:**

Failure to complete all information

may result in immediate rejection of your application

**PERSONAL / CONTACT INFORMATION**

**Please Print Clearly**

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

**Last Name First Name Middle**(full middle name)

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

**Present Home Street Address (**No P.O. Boxes)

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

**City** **State/Zip** **How Long?**

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

**Home Number** **Best Time to Call A.M./P.M.**

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

**Cell Number** **Best Time to Call A.M./P.M.**

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

**Email Address**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SCHEDULING AVAILABILITY**

**I am interested in: I am available**

\_\_\_\_ Full Time \_\_\_\_ Immediately

\_\_\_\_ Part Time \_\_\_\_ Starting on:\_\_\_\_\_\_\_

\_\_\_\_ Full Time, but will accept Part Time

|  |  |  |  |
| --- | --- | --- | --- |
| **Days Available: ONLY check days you are available** | **Any Time** | **Earliest Time Available** | **Latest Time Available** |
| * Monday
 |  |  |  |
| * Tuesday
 |  |  |  |
| * Wednesday
 |  |  |  |
| * Thursday
 |  |  |  |
| * Friday
 |  |  |  |
| * Saturday
 |  |  |  |
| * Sunday
 |  |  |  |

**Today’s Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Position(s) applied for:**

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

$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Minimum pay expected:**

**Have you ever worked for the Anthem Community Council in the past? \_\_\_Yes \_\_\_No**

**If so, what dates? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Are you seeking employment under the Veterans Readjustment Assistance Act? \_\_\_Yes \_\_\_No**

**Have you ever had a name change? \_\_\_Yes \_\_\_No**

**Have you ever worked under a different name that would affect employment / reference verification?**

**If yes, give names and dates used:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Are you 15 years of age or older \_\_\_Yes \_\_\_No**

**Are you 16 years of age or older \_\_\_Yes \_\_\_No**

**Are you 18 years of age or older \_\_\_Yes \_\_\_No**

**Are you 21 years of age or older \_\_\_Yes \_\_\_No**

**Have you ever been convicted of any felony**

**or misdemeanor? \_\_\_Yes \_\_\_No**

*Disclosure of a criminal record does not automatically disqualify you from employment consideration. If yes, you must attach a summary of details including the nature of conviction, date and details of what occurred and any mitigating circumstances.*

**If you are not a U.S. citizen, do you have the legal right to remain and work in the U.S.? \_\_\_Yes \_\_\_No**

**Are you currently on layoff and subject to recall?**

**\_\_\_Yes (Date of layoff \_\_\_\_\_\_\_\_) \_\_\_No**

**Print Clearly Complete all information regarding your last four employers**

**Start with your most current employment Explain all gaps in employment history**

|  |  |
| --- | --- |
| **Company Name** | Phone # |
| Address | Type of Business |
| Job Title Dates of Employment  From: To: | Ending Rate of Pay | F/T or P/T | Average Hours Per Week |
| Describe your duties, and include likes and dislikes: |
| Reason for leaving: |
|  |  |
| **Company Name** | Phone # |
| Address | Type of Business |
| Job Title Dates of Employment  From: To: | Ending Rate of Pay | F/T or P/T | Average Hours Per Week |
| Describe your duties, and include likes and dislikes: |
| Reason for leaving: |
|  |  |
| **Company Name** | Phone # |
| Address | Type of Business |
| Job Title Dates of Employment  From: To: | Ending Rate of Pay | F/T or P/T | Average Hours Per Week |
| Describe your duties, and include likes and dislikes: |
| Reason for leaving: |
|  |  |
| **Company Name** | Phone # |
| Address | Type of Business |
| Job Title Dates of Employment  From: To: | Ending Rate of Pay | F/T or P/T | Average Hours Per Week |
| Describe your duties, and include likes and dislikes: |
| Reason for leaving: |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Please Complete All Sections** | **Elementary School** | **High School** | **Undergraduate****College / University** | **Graduate/Professional** |
| School Name & Location |  |  |  |  |
| Years Completed | 4 5 6 7 8 | 9 10 11 12  |  1 2 3 4 |  1 2 3 4  |
| Diploma / Degree /Certification |  |  |  |  |
| Describe any specialized training,apprenticeship, skills, andextra-curricular activities |
| Describe any honorsyou have received |
| List professional, trade, businessor civic activities and offices held |
| ***Foreign Language…Indicate any foreign languages you can speak, read and/or write.*** |
| Speak: | Fluent | Good | Fair |
| Read: |  |  |  |
| Write: |  |  |  |
| ***Military Service Record…Complete only if you have served in the Armed Forces*** |
| Branch of Service: | Job Duty: |
| Date of Entry: | Date of Separation: |
| Rank at Separation:  |
| Reason for Discharge: |
| ***Special Skills…Please check all that apply*** |
| * Accounts Payable
 | * Accounts Receivable
 | * General Accounting
 |
| * Collections
 | * Microsoft Word
 | * Excel
 |
| * PowerPoint
 | * Typing \_\_\_\_\_\_\_\_\_\_ WPM
 | * 10 Key by Touch
 |
| * Office Phone Equipment
 | * Payroll
 | * Project Management
 |
| * Graphic Design
 | * Creative Writing
 | * Business Writing
 |
| * Customer Service
 | * Certified in First Aid
 | * Property Management
 |
| * Construction
 | * Sports /Aquatics
 | * Teaching/Children’s Programs
 |
| * Electrical
 | * Plumbing
 | * Pool Maintenance
 |

|  |  |  |
| --- | --- | --- |
| * Anthem Website
 | * Internet Job Posting
 | * Job Fair – location \_\_\_\_\_\_\_\_\_
 |
| * Employee Referral
 | * Walk-In
 | * Other?
 |
|  |
| **Do you have any friends or relatives that currently work for the Anthem Community Council? \_\_\_Yes \_\_\_No If yes, please fill in the following information:** |
| **Name** | **Position/Location** | **Relationship** |
|  |  |  |
|  |  |  |

|  |
| --- |
| ***REFERENCES…*** |
| **Name** | **Relationship** | **Phone Number** |
|  |  |  |
|  |  |  |
|  |  |  |

***APPLICANT’S STATEMENT***

I certify that the 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. I hold the Anthem Community Council, its representatives and all references harmless and release all parties, including all agents, employees and representatives of the Anthem Community Council and the referenced individuals named above and their Companies, from any and all liability of any type or nature for any damages that may result from obtaining such relevant information.

This application for employment shall be considered active for a period of time not to exceed 30 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is “at will” in nature. I understand that this means that if hired, my term of employment is not for any definitive period of time, and I further understand that my employment with the Anthem Community Council does not provide any guarantee of continued employment or lifetime security. I understand that any employee of the Anthem Community Council can voluntarily terminate their employment at any time for any reason. I understand that the Anthem Community Council can also terminate the employment relationship at any time with or without cause, for any reason, as long as that reason does not violate Federal or State laws. I understand that if offered a position at the Anthem Community Council, I will have to supply information to validate my ability to legally reside in the United States, my legal ability to apply for gainful employment within the United States and any and all requirements that this State and the United States Government may require within an employment environment.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I also understand that I am required to abide by all rules and regulations established by this employer.

Signature of Applicant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_