



CVRM
Coachella Valley
Rescue Mission

EMPLOYMENT APPLICATION

GENERAL INFORMATION			
Name			Date
Address		City	Zip
Home Phone	Work Phone	Cell Phone	Email Address
Position Sought		Salary Requirement	Date Available
Are you currently employed? <input type="checkbox"/> Yes <input type="checkbox"/> No		May we contact your current employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you at least 18 years of age? Are you legally eligible to work in the United States?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
(Please note that within 72 hours of employment, you will be required to submit an acceptable form(s) of identification proving that you are eligible for employment in the U.S.)			
Have you ever worked for Coachella Valley Rescue Mission before?			<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide dates and under what name: _____			
Did you ever applied to Coachella Valley Rescue Mission before?			<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide approximate dates and under what name: _____			
Successful candidates for positions requiring driving must prove they have a valid driver's license after they have been given a conditional offer of hire.			
Have you ever been discharged or asked to resign from a job?			<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please explain:			
Are you aware of:			
Any reason why you should not work with children, youth, or others?			<input type="checkbox"/> Yes <input type="checkbox"/> No
If the answer to this question is "yes", please explain in detail: _____			
How did you hear about employment openings at the Coachella Valley Rescue Mission? <input type="checkbox"/> Newspaper Ad <input type="checkbox"/> Radio Ad <input type="checkbox"/> Family Member <input type="checkbox"/> Other _____			
Language Proficiency: <input type="checkbox"/> English <input type="checkbox"/> Spanish <input type="checkbox"/> Sign <input type="checkbox"/> Other: _____			
Name of relatives, who are currently employed by the Coachella Valley Rescue Mission:			

EDUCATION

Did you graduate from High School or were you awarded a GED High School Equivalency? Yes

High School Name: _____

Address: _____ City, State: _____

No –

Highest Grade Completed _____ Zip: _____

Names and Location of Colleges, Universities, or Other School Attended

Major Field of Study &
Degree(s) Received

WORK EXPERIENCE – List your past employers (you may attach resume as long as it includes all information requested.)

From	To	Name and Address of Employer	Position	Reason For Leaving

REFERENCES – Please list 3 people (other than relative) who can attest to your work ethic, job performance, and ability. You may use co-workers, clients, vendors, supervisors, or others.

Full Name of Reference	Phone Number	Present Business or Home Address

VOLUNTEER ACTIVITIES – Describe Volunteer Work Relating to Position Being Applied for.

WHAT INTERESTED YOU IN WORKING FOR COACHELLA VALLEY RESCUE MISSION?

WHY DO YOU FEEL YOU ARE THE BEST CANDIDATE FOR THIS POSITION?

CERTIFICATION AND RELEASE OF INFORMATION – Read Carefully Before Signing.

I certify that to the best of my knowledge and belief, all of the information I have provided on, or attached to this application is true, correct, complete, and made in good faith. I understand that a false statement on any part of this application may be grounds for disqualifying me for employment at the Coachella Valley Rescue Mission, or for firing me after I begin work there.

I consent to the release of information about my ability and fitness for employment by employers, schools, and other individuals and organizations to officially designated representatives of the Coachella Valley Rescue Mission.

I understand that nothing contained in this Employment Application, or in the granting of an interview, is intended to create an employment contract between the Coachella Valley Rescue Mission and myself for either employment or for any benefit. No promises regarding employment have been made to me and I understand that no such promise or guarantee is binding upon the Coachella Valley Rescue Mission. If an employment relationship is established, I understand that I am employed at-will and that either the Mission or I may terminate my employment at any time.

I understand if a job offer is made employment may be contingent upon a background clearance and the successful completion of a drug and alcohol test which may include providing urine, blood, and/or hair samples.

I understand that any employment offer is contingent upon my providing within three (3) working days of employment proof of identity and eligibility to work in the United States in compliance with the Immigration Reform and Control Act of 1986.

I understand this application for employment shall be considered active for a period of time not to exceed six (6) months. If I wish to be considered for employment beyond this time period, I will need to inquire as to whether or not applications are being accepted and another application will have to be submitted.

I agree, consent, and understand that if employed by the Coachella Valley Rescue Mission, I will familiarize myself with and abide by all rules and regulations for employment with the Mission.

Signature

Date Signed

We consider all applicants for positions open for public services equally without regard to race, creed, religion, color, sex, national origin, age, marital or veteran status, the presence of any physical or mental medical condition or disability, or any other legally protected status.



Prospective employees will be asked to submit to a test once a conditional offer of employment has been extended and accepted. An offer of employment by Coachella Valley Rescue Mission (“CVRM”) is conditioned on the prospective employee testing negative for illegal substances.

I, _____, do hereby agree to submit to testing to be performed by an independent medical clinic or laboratory which has been certified by the National Institute on Drug Abuse (NIDA) for detection of drugs and alcohol. All expenses related to the test will be incurred by CVRM. I give permission for test results to be released to CVRM.

I understand that positive test results, refusal to be tested, or any attempt to affect the test results or test sample will result in withdrawal of any conditional employment offer I have received., or termination of employment, depending on when results are received.

If the test is positive, I understand that I will be given the opportunity to explain the results of this test.

Signature: _____ Date: _____

Witness: _____ Date: _____



Please return reference. Attention Human Resources
 PO Box 10660, Indio, CA 92202 or fax 760.347.8073

CONFIDENTIAL EMPLOYMENT REFERENCE

The individual listed in Section I recently applied for a position at the Coachella Valley Rescue Mission and indicated previous employment by your business. To assist in our evaluation of the applicant, please provide the information requested in Section III. All information provided will be kept in strict confidence. Your response is appreciated. Thank you.

SECTION I: Please Print Legibly

Applicant	Previous Employer
Street Address	Street Address
City, State, Zip Code	City, State, Zip Code
	Phone Number

SECTION II: Applicant's Statement and Authorization to Release Information

I authorize you to assist the Coachella Valley Rescue Mission in evaluating my candidacy for employment by providing the information requested in Section III. I hereby release you and your organization from all liability or responsibility for damages of any nature which may occur at any time as a consequence of complying with this request.

Applicant's Signature	Date
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SECTION III: Previous Employer's Statement

Dates of Employment	Position Title
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Please rate applicant on the following characteristics:

Quantity of Work: <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory	Adaptability: <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory	Reliability/Attendance <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory
Quality of Work: <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory	Teamwork: <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory	Integrity: <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory
Attitude: <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory		Conduct: <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory

Reason Employment Terminated:

Would you rehire this individual? Yes No

Signature	Title	Date
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