

## Employment Application for Temporary/Seasonal Employment

Communities In Schools is an equal opportunity/affirmative action employer and considers applicants for all positions without regard to race, color, religion, gender, age, national origin, marital status, disability, veteran status, or other class protected by law. This policy applies to all employment decisions and actions, including but not limited to hiring, trainings, placement, compensations, benefits, promotions, transfers, evaluations, layoffs, terminations, and rehires. CIS promotes workplace diversity and strives to foster a workplace environment of caring, respect, and inclusiveness where the contributions of all workers are valued and recognized.

### PERSONAL INFORMATION

Printed Name (as it appears on your Social Security card)			
Street Address	Apt. #	City	State Zip
Home Telephone ( )		Cell Phone ( )	
Email Address		2 <sup>nd</sup> Email Address	
Position Applied for: ___ Youth position (high school) ___ Youth position (college) ___ Adult position		Date Available	
Are you a U.S. citizen or legally authorized to work in the country? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Have you ever worked for this company before? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Have you ever been convicted of a crime (other than a minor traffic violation) in the past seven years? (You should not disclose any conviction, the record of which has been sealed or expunged.) <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, explain:			
A conviction will not necessarily eliminate you from consideration for employment, and factors such as the time since conviction, the seriousness of the crime, and the nature of the crime relative to the position for which you are applying may be considered.			

### EDUCATION

High School Name	Highest Grade Completed 9 10 11 12	Year Graduated
Address		
College/University Name	Number of Yrs. Completed 1 2 3 4 5 6	Degree/Major
Address		
Other	Years of Training	Degree/Specialty

**REFERENCES \*\*** High School Students: Please see separate "Teacher Referral Form". This referral form must be completed by one core subject teacher in order to be considered for employment. You do not need to complete the references below.

**REFERENCES** List persons (not relatives) who have known you at least three years.

Name	Telephone (include area code)	Relationship	# of years known

**EMPLOYMENT HISTORY** Provide information for current and past employers, starting with the most recent.

<b>Current or Last Employer</b>	<b>Dates Employed</b>	Summarize Job Duties
Address	From To	
City	Telephone ( )	
State Zip Code	Job Title	
Reason for Leaving		
Immediate Supervisor and Title		
May we contact for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Current or Last Employer</b>	<b>Dates Employed</b>	Summarize Job Duties
Address	From To	
City	Telephone ( )	
State Zip Code	Job Title	
Reason for Leaving		
Immediate Supervisor and Title		
May we contact for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Current or Last Employer</b>	<b>Dates Employed</b>	Summarize Job Duties
Address	From To	
City	Telephone ( )	
State Zip Code	Job Title	
Reason for Leaving		
Immediate Supervisor and Title		
May we contact for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Positions held in campus societies or organizations, scholastic honors, scholarships, etc. (optional where such disclosure might reveal membership in a class protected by law, including age, race, sex, etc.)		Positions

**Race/Ethnicity:** The U.S. Department of Education requires each institution to report on the racial composition of its students, faculty and staff. Although self-identification is voluntary, it will assist us if you complete the optional questions below.

**Are you Hispanic or Latino/Latina?**

(Latino/Latina means a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.)

- Yes, I am Hispanic or Latino/Latina  
 No, I am not Hispanic or Latino/Latina  
 Prefer not to respond

**Which best describes you? (Choose only one)**

- American Indian/Alaskan Native** – A person having origins in any of the original peoples of North America and South America (including Central America), and who maintains a tribal affiliation or community attachment.
- Asian** – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippines Islands, Thailand and Viet Nam.
- Black or African American** – A person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander** – A person having origins in any of the original peoples of Hawaii, Guam, Samoa or Pacific Islands.
- White** – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- None of the above, or prefer not to respond.**

**THIS AFFIRMATION MUST BE COMPLETED**

*I certify that the answers given by me are true, complete and correct to the best of my knowledge. I understand that any misstatements or omissions may result in the withdrawal of my application. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

*I hereby consent to a complete State and National criminal history background investigation, which will include a fingerprint check, to determine suitability for job position. Failure to meet the standards for the background investigation may result in disqualification.*

*I authorize Communities In Schools to thoroughly investigate my references, work record, education, criminal conviction record and any other matters relevant to my suitability for employment. I also authorize Aurora University and my former employers to disclose to CIS, or to anyone acting on behalf of CIS, any and all of my employment records, including my disciplinary reports and letters of reprimand, without giving me notice of such disclosure. I hereby fully release and discharge CIS, my former employers, their respective officers, employees and agents, and all other persons and entities from any and all claims, demands, and liabilities arising out of or in any way relating to such investigation or disclosure.*

*I acknowledge that CIS is an at-will employer, that neither CIS nor I am bound to an employment contract or a commitment of employment for any definite period of time. I understand that either party may terminate the employment relationship at any time, for any reason or no reason, with or without notice.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If you have any questions regarding this application, please contact Kevin Shoemaker at 630-692-9524 or [kshoemaker@cisaurora.org](mailto:kshoemaker@cisaurora.org)