

CVAB

CONSUMER VOICES ARE BORN Employment Application

Instructions: Please answer all questions. Sign and date the form. Please attach a resume, cover letter and any other documents that may be helpful. Please follow instructions on the Position Announcement.

DEMOGRAPHIC INFORMATION:						
Today's date		Position you are applying for				
Applicant's Last Name		First		Middle Initial		
Mailing Address		City		State	Zip Code	
Daytime Telephone Number		Cell Phone Number		Email Address		
Highest level of education completed						
<input type="checkbox"/> High School/GED		<input type="checkbox"/> Associates Degree		<input type="checkbox"/> Master's Degree		
<input type="checkbox"/> Some college		<input type="checkbox"/> Bachelor's Degree		<input type="checkbox"/> Doctoral Degree or PhD		
Language fluency other than English						
Are you eligible to work in the US? <input type="checkbox"/> Yes <input type="checkbox"/> No						
How did you hear about this employment opportunity?						
You will be subject to a criminal background check, but having a criminal record will not automatically eliminate you from consideration for a job. Have you been convicted of or pleaded no contest for a crime against another person? <input type="checkbox"/> Yes <input type="checkbox"/> No						
If yes, please explain						
AVAILABILITY:						
When are you available to begin working at CVAB?						
How many hours per week do you want to work?						
Please check the days that you are generally available to work						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Hours you are generally available to work						

TRAINING AND EDUCATION:						
Highest level of education:						
Name of School, University or Program:						
Location of School, University or Program:						
Present Licenses, Certifications and Awards:						
Which computer programs are you proficient in using (intermediate or advanced user)? Check all that apply.						
<input type="checkbox"/> Microsoft Word		<input type="checkbox"/> Microsoft Excel		<input type="checkbox"/> Microsoft Power Point		
<input type="checkbox"/> Microsoft Access		<input type="checkbox"/> Microsoft Outlook		<input type="checkbox"/> Other data systems		

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SUPPLEMENTAL QUESTIONS (If completing PDF, please use extra pages):
What is your understanding of Peer Run Organizations?
Why are you interested in working for CVAB?
What does recovery mean to you?
What does Peer Support mean to you?

I authorize Consumer Voices Are Born to solicit information regarding my character, general reputation, previous employment, any similar background information, and to contact any and all references I have given on my application. I release all parties and persons connected with any such request for information from all claims, liabilities, and damages that may arise out of disclosing of such information. Prior to being employed, I will provide information for CVAB to solicit information necessary for a criminal background check. If employed, I release CVAB from any liability for future references it may provide regarding my history with the agency.

I understand that employment with the Employer is "at-will", which means that either the CVAB or I can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute. All employment is continued on that basis.

I certify that information contained in this application is true and complete to the best of my knowledge. I understand that false information may be grounds for not employing me or for immediate termination of my position at any point in the future if I am hired. I authorize the verification of any or all information listed above.

Signature _____

Date _____