

## EMPLOYMENT APPLICATION

### C.E.F.S. ECONOMIC OPPORTUNITY CORPORATION

1805 South Banker Street, P.O. Box 928

Effingham, IL 62401-0928

217/342-2193 (VOICE) 217/342-4701 (FAX)

Mail: [cefs@cefseoc.org](mailto:cefs@cefseoc.org) Website: [www.cefseoc.org](http://www.cefseoc.org)



\* EQUAL OPPORTUNITY EMPLOYER \*

Instructions:

Complete in Ink or Type and Attach Résumé

Mail or Deliver to Address Listed Above, Attention: Personnel Department

BACKGROUND INFORMATION:

Last Name	First	Middle
Mailing Address _____	City _____	State & Zip _____
Legal Address _____	City _____	State & Zip _____
Email Address _____	Telephone ( _____ ) _____	
Position Applied For _____	County _____	

EMPLOYMENT HISTORY: (Start with present employment position)

Last or Current Employer	Employment Dates From                  To	Type of Work/Business Address & Phone	Reason for Leaving
Supervisor:			
Supervisor:			
Supervisor:			
Supervisor:			

PERSONAL REFERENCES: (List persons other than relatives)

Full Name	Present Business or Home Address & Phone	Business or Occupation

EDUCATION:

Type of School	Number of Years completed	Name and address of school	Major or Field	Indicate diploma, credit or degree
High School				
College or University				
Other schools, trainings or licenses				

I give permission to C.E.F.S. Economic Opportunity Corporation to obtain and verify employment and personal references necessary to make a hiring decision and hold the agency and persons giving such references harmless and free of any and all liability that could result from this review process. All information received will be held in strict confidence.

CERTIFICATION - I certify that all the statements made by the applicant in this Employment Application are true, complete and correct to the best of my knowledge and belief, and are made in good faith.

Applicant Signature \_\_\_\_\_ Date Signed \_\_\_\_\_

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- PLEASE DO NOT WRITE BELOW THIS LINE -  
FOR PERSONNEL DEPARTMENT USE ONLY

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Applicant is:  Approved  Not Approved

Starting date: \_\_\_\_\_

Chief Executive Officer's Signature: \_\_\_\_\_

To replace or fill vacancy of:	Classification	Salary \$	Approved Manager's Signature:

Nothing that is contained in the Employment Application should be construed as creating a contract or guarantee of employment. The contents of this Employment Application are informational and solely intended to be a reference guide by the organization in making employment recommendations and decisions. Employment will be at the sole discretion of the organization.



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APPLICANT DATA RECORD

Applicants considered for positions will be treated without regard to race, color, religion, sex, national origin, age or disability. We are an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability. As an Equal Opportunity Employer we must comply with federal and state regulations and affirmative action responsibilities.

INSTRUCTIONS:

To help us comply with federal record keeping, reporting and other legal requirements, please fill out the Applicant Data Record. Please Print in Ink or Type. This data is for periodic federal reporting. This data will be kept in a Confidential File Separate from the Application for Employment. We appreciate your cooperation!

Date \_\_\_\_\_ Position(s) Applied for: \_\_\_\_\_

- Referral Source: Newspaper Advertisement, Electronic Media/Computer, C.E.F.S. Website, Walk-In, Employee, Relative, Friend, Employment Agency, Other

Affirmative Action Survey

Federal agencies require periodic reports on the sex, ethnicity, disability and veteran status of applicants. This data is for analysis and affirmative action only. Submission of information is voluntary.

Check One:

- Male, Female

Check One:

- Under 21, 60 & over, 21 to 59

Race/Ethnic Group: Check One:

Hispanic/Latino

Non-Hispanic or Latino

- White, Black or African American, Native Hawaiian/other Pacific Islander, Asian, American Indian/Alaska Native, Two or More Races

Check If Any Are Applicable:

- Veteran, Veteran with Disabilities, Non-Veteran with Disabilities