



Application for Employment

People's Equal Action & Community Effort, Inc.

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

(Please Print)

Date of Application: _____

Last Name: _____ First Name: _____ Middle Name: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Phone Numbers: Home: _____ Cell: _____ Work: _____ Alternate: _____

What is the preferred number to contact you? _____ What is best time? _____ AM/PM (Please circle one.)

Email Address: _____

Position(s) applying for: _____

What is your desired salary range? _____ Per: _____ Date Available for Work: _____

Part Time Full Time Temporary Hours Available: _____

If you are under 18 years of age, can you provide required proof of your eligibility to work?..... Yes No

Have you ever filed an application with us before?..... Yes No
If yes, give date: _____

Have you ever been employed with us before?..... Yes No
If yes, give date: _____

Are you a former or current Head Start/Early Head Start parent?..... Yes No

Are you a former Head Start/Early Head Start child?..... Yes No

Do any of your friends or relatives work here?..... Yes No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?..... Yes No
Proof of citizenship or immigration status will be required upon employment.

How did you learn about PEACE, Inc.?

<input type="checkbox"/> Advertisement: <input type="checkbox"/> Newspaper <input type="checkbox"/> Craigslist <input type="checkbox"/> Syracuse.com <input type="checkbox"/> Other _____	<input type="checkbox"/> Employee <input type="checkbox"/> Walk In <input type="checkbox"/> Agency Website <input type="checkbox"/> Other _____	<input type="checkbox"/> Employment Agency Name of agency: _____ <input type="checkbox"/> Other: _____
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EDUCATION

	Name/Address of School	Course of Study	Number of Years Attended	Diploma/Degree Completed
High School				
Undergraduate College				
Undergraduate College				
Graduate/Professional				
Certifications/Other (specify)				

ADDITIONAL INFORMATION

SPECIALIZED SKILLS (CHECK SKILLS/EQUIPMENT OPERATED)

PC/Mac

Copier

Fax Machine

Scanner

Power/Hand
Tools (list)

Other (list)

SOFTWARE KNOWLEDGE (CHECK ONLY PROGRAMS YOU ARE CURRENTLY ABLE TO USE.)

Microsoft Word

Microsoft Excel

Microsoft PowerPoint

Microsoft Access

Email

Word Processing Software (type): _____

Spreadsheet Software (type): _____

Presentation Software (type): _____

Database Software (type): _____

Additional Software (type): _____

OTHER QUALIFICATIONS:

Summarize special job-related skills and qualifications acquired from employment or other experiences.

PEACE, INC. IS AN EQUAL OPPORTUNITY EMPLOYER

PEACE, Inc. • 217 S. Salina Street, 2nd Floor • Syracuse, NY 13202

315.470.3300 • 315.688.0309 (fax) • www.peace-caa.org

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

1.	Employer*	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone number(s)	Hourly Rate/Salary		
		Starting	Final	
Job title		Supervisor		
Reason for leaving				

2.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone number(s)	Hourly Rate/Salary		
		Starting	Final	
Job title		Supervisor		
Reason for leaving				

3.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone number(s)	Hourly Rate/Salary		
		Starting	Final	
Job title		Supervisor		
Reason for leaving				

4.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone number(s)	Hourly Rate/Salary		
		Starting	Final	
Job title		Supervisor		
Reason for leaving				

* May we contact your most recent employer? Yes No

If you need additional space, please continue on a separate sheet of paper.

	List professional, trade, business or civic activities and office held. <i>You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status.</i>
1.	
2.	
3.	

List three (3) references. They may be contacted prior to a hiring decision being made. Please **print**. Include email, address, and/or daytime phone numbers for each.

1.

2.

3.

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete.

I understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with PEACE, Inc. is of an "at will" nature, which means that the Employee may resign at any time and PEACE, Inc. may discharge at any time with or without cause. It is further understood that this "at will" employment relationship will not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of PEACE, Inc.

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

I understand that if offered a position, I may be subject to a background check which may include a review of any criminal history.

I authorize investigation of all statements contained in this application for employment with PEACE, Inc. as may be necessary in arriving at an employment decision.

Signature of Applicant

Date

Printed Name

Revised 4/16

This application for employment shall be considered active for a period of time not to exceed six months. We thank you for your interest, however due to the potential volume of employment inquiries we ask you to not contact our agency to check the status of your application. We will contact you if we wish to explore your background in further details.

EQUAL OPPORTUNITY EMPLOYER

In keeping with our Equal Opportunity Employer Agreement, we appreciate your taking the time to complete the following.

The employer (PEACE, Inc.) is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, PEACE, Inc. invites applicants to voluntarily self-identify their race or ethnicity. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those which require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.

Gender:

Male

Female

Race and Ethnic Identification:

Hispanic or Latino

Asian (Not Hispanic or Latino)

White (Not Hispanic or Latino)

American Indian or Alaska
Native (Not Hispanic or Latino)

Black or African-American
(Not Hispanic or Latino)

Two or more Races (Not Hispanic
or Latino)

Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)

U. S. Veteran:

 Yes No

Special Disable Veteran:

 Yes No

Vietnam Era Veteran:

 Yes No