

OCAP APPLICATION FOR EMPLOYMENT

JOB LOCATION: _____

POSITION: _____

PERSONAL INFORMATION DATE _____

NAME _____
LAST FIRST MIDDLE EMAIL ADDRESS

PERMANENT ADDRESS _____ Phone # _____

ARE YOU AVAILABE FOR WORK _____ FULL TIME _____ TEMPORARY

PLEASE INDICATE DATES AVAILABLE _____

HAVE YOU EVER WORKED FOR US BEFORE? ___ YES ___ NO
 IF YES, GIVE DATE _____

ARE YOU CURRENTLY EMPLOYED? ___ YES ___ NO

MAY WE CONTACT YOUR EMPLOYER? ___ YES ___ NO

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? ___ YES ___ NO

CAN YOU TRAVEL IF A JOB REQUIRES IT? ___ YES ___ NO

Please list any relatives that work with OCAP/ Head Start and their relationship to you. _____

EDUCATION

School	Name and address of School	Years Attended	Date Graduated	Major	Degree
Grammar School					
High School					
Undergraduate College					
Graduate/ Professional					
Other (specify)					

What foreign languages do you speak fluently? _____ read _____ write _____

Please fully complete this application and return to the Central Office. OCAP; 507 N. Three Notch Street; Troy, AI 36081

OCAP IS AN EQUAL OPPORTUNITY EMPLOYER

WORK EXPERIENCE

FORMER EMPLOYERS List below last four employers, starting with last one first.

Date Month and Year	Name and Address of Employer	Position	Reason for leaving
From _____			
To _____			
From _____			
To _____			
From _____			
To _____			

REFERENCES: Give the names of three persons not related to you, whom you have known at least one year.

NAME	ADDRESS	BUSINESS	YEARS ACQUAINTED

IN CASE OF EMEGENCY NOTIFY

NAME	ADDRESS	PHONE NO.

I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED IN THIS APPLICATION. I UNDERSTAND THAT MISREPRESENTATION OR OMISSION OF THE FACTS CALLED FOR IS CAUSE FOR DISMISSAL FURTHER, I UNDERSTAND AND AGREE THAT MY EMPLOYMENT IS FOR NO DEFINITE PERIOD AND MAY, REGARDLESS OF THE DATE OF PAYMENT OF MY WAGES AND SALARY, BE TERMINATED AT ANY TIME WITHOUT PREVIOUS NOTICE. OCAP IS AN AT WILL AGENCY.

DATE _____ SIGNATURE _____

OCAP 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.

OCAP IS AN EQUAL OPPORTUNITY EMPLOYER *