

**Directions To All Job Applicants:**  
 Please fill out this application and return to COJO of Flatbush Employment Center via fax: 718-758-2119 to the attention of the JOB INTAKE COORDINATOR.



**Job Application  
 Fall 2006 Program**

## Leader Family Employment Center

This application will be followed up with an in-person interview.

### 1. BASIC INFORMATION - PLEASE PRINT

Name (Last, First):	
Social Security Number:	Address:
City, State, Zip:	Home Phone:
Work Phone:	Cell Phone:
Email:	Sex (circle): <div style="display: flex; justify-content: space-around;"> <span>Male</span> <span>Female</span> </div>
Birth date (m/d/y):	Age:
Marital Status (circle): <i>optional</i> MARRIED SINGLE DIVORCED SEPARATED WIDOWED	Number of Children:      Number of Children Living at Home:
Current Living Situation (circle): OWN RENT OTHER _____	List restrictions/ barriers to employment
Check any public assistance you receive: ___ General Benefits ___ Social Security Insurance ___ Disability ___ Food Stamps ___ Medicaid ___ Other _____	Is English your primary language (circle)? YES NO Please list other languages spoken:

### 2. EMPLOYMENT HISTORY

Are you currently working? (circle): <div style="display: flex; justify-content: space-around;"> <span>YES</span> <span>NO</span> </div>	Salary Desired:
Type of Position(s) Applying for:	
1)	
2)	
3)	
What employment status would you accept (circle all that apply): Full Time Part Time Either Temporary	When are you available to work: Hours: Days of the week: Can you work during the circle all that apply) <div style="display: flex; justify-content: space-around;"> <span>Day</span> <span>Evening</span> <span>Saturday</span> <span>Sunday</span> </div>
Health Benefits (circle): <div style="display: flex; justify-content: space-around;"> <span>Must</span> <span>Desired</span> <span>N/A</span> </div>	Do you have a resume (circle)? <div style="display: flex; justify-content: space-around;"> <span>YES</span> <span>NO</span> </div> <p><b>If yes, Please Attach your resume</b></p>

**2. EMPLOYMENT HISTORY continued**

<b>Job Title:</b>	<b>Duties:</b>
<b>Employer:</b>	
<b>Address:</b>	
<b>City, State, Zip</b>	
<b>Immediate Supervisor:</b>	
<b>Title:</b>	<b>Full Time</b> ___ <b>Part Time</b> ___ <b>Hrs/Wk</b> ___
<b>Salary (start):</b>	<b>Salary (end):</b>
<b>Start Date (m/y):</b>	<b>End Date (m/y):</b>

<b>Job Title:</b>	<b>Duties:</b>
<b>Employer:</b>	
<b>Address:</b>	
<b>City, State, Zip:</b>	
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<b>Title:</b>	<b>Full Time</b> ___ <b>Part Time</b> ___ <b>Hrs/Wk</b> ___
<b>Salary (start):</b>	<b>Salary (end):</b>
<b>Start Date (m/y):</b>	<b>End Date (m/y):</b>

<b>Job Title:</b>	<b>Duties:</b>
<b>Employer:</b>	
<b>Address:</b>	
<b>City, State, Zip:</b>	
<b>Immediate Supervisor:</b>	
<b>Title:</b>	<b>Full Time</b> ___ <b>Part Time</b> ___ <b>Hrs/Wk</b> ___
<b>Salary (start):</b>	<b>Salary (end):</b>
<b>Start Date (m/y):</b>	<b>End Date (m/y):</b>

### 3. COMPUTER LITERACY

Approximate typing speed (wpm):	Computer skills (circle all that apply): Word      Excel      Quickbooks
Have you had training in: __ Resume writing      __ Interviewing techniques  __ Customer Relations	Rate your computer skills on a scale of 1 to 5 (1=poor; 5=outstanding): _____

### 4. EDUCATION HISTORY

What is the highest grade you completed?
1      2      3      4      5      6      7      8      9      10      11      12
Check all that apply: __ High school diploma      __ GED certificate      __ Some college __ 2-year college degree      __ 4-year college degree      __ Post-graduate study
Are you a student now (circle):    Yes      NO      If yes, are you attending school (circle):    Full-time      Part-time

List any colleges, training programs, ESL programs and business, trade, vocational schools you have attended or are attending.

Name of School/Program	Course of Study/Subject	Did you complete program?

If currently enrolled in a program, please list last day of our semester and the days/times of your classes:

When do you expect to graduate:

### 5. PERSONAL

Are You a U. S. Citizen (Circle) :    YES    NO	If you answered No, please complete this section)
Immigration Status (Circle):    Refugee      Asylum      Parole      Immigrant	
The following question is gathered for statistical purposes and is OPTIONAL. Check the line that most closely represents your ethnic heritage: __ African American      __ Asian      __ Caucasian      __ Middle Eastern __ Chinese      __ Hispanic      __ Russian      __ Other _____	
I certify to the best of my knowledge that all of the above information that I have provided is true.  Client Name:	Client Signature:  Date: