

## **ACTION PATHWAYS EMPLOYMENT CONDITIONS**

We appreciate your consideration of Action Pathways as a potential employer. Before completing the Employment Application, we want to emphasize several points. Please check the box next to each statement and sign where indicated to acknowledge your understanding and acceptance of the conditions.

- Action Pathways is an equal employment opportunity employer that selects the individual it feels is the best match for the job based on job-related qualifications regardless of race, color, creed, sex, national origin, religion, age, disability, or other protected group status.
- No applicant is officially considered an employee of this company until and unless he/she receives a letter signed by the Chief Executive Officer confirming employment and the conditions of employment.
- When conditions warrant, other management personnel may be given authorization to confirm employment for a brief or interim period.
- Employment with Action Pathways is based on the "at will" doctrine, meaning that either the employee or the employer may end the employment relationship at any time and for any legal reason.
- It is the goal of Action Pathways to not lay off employees; however, should the need arise, there is a clearly established right of the agency to do so if management feels it is best for the organization.
- Action Pathways has an anti-harassment policy that states that harassment of any kind will not be tolerated in the workplace, and that any and all complaints of harassment will be investigated fully, fairly, and quickly and will be decisively resolved.
- Only the Chief Executive Officer of Action Pathways has the authority to enter into an agreement for employment. Oral modification to either employment-at-will status or to an existing hiring agreement is not valid. Should you be hired, any offers made by a potential manager or supervisor are valid only if they have been approved by the CEO in writing.
- Dishonesty in the completion of the employment application, or intentional omissions, will cause it to be considered invalid. Should the dishonesty become known in the future, regardless of how much time has passed, it may be considered grounds for immediate termination.
- Although an employee's rate of compensation may be expressed in a specific time frame (i.e., \$26,000 per year or \$1,000 bi-weekly), the term "year" or "bi-weekly" are not to be construed as a guarantee of employment for that period of time.
- The first part of the Employment Application is for personal identification only. The questions listed are not intended to ask for information that could be labeled as discriminatory.
- In an attempt to be fair, the Employment Application is designed to only request information that will help in determining personal identification; job-related skills, qualifications, and abilities; work history and reliability; and education.
- Company management wants to make it clear that only written policies are binding. Regardless of what and by whom an employee may be told, *only written policies are binding*.
- If you are offered and accept a position with Action Pathways, you will be required to complete supplemental information that requests additional information such as your race, sex, age, etc. The information requested will not be considered in any employment decisions. It is needed for various reporting and record-keeping requirements to state and federal agencies as well as insurance companies to ensure engagement in and practice of affirmative action.
- Action Pathways reserves the right to conduct criminal and other background checks on employees. Your continued participation from this point forward gives your consent for such checks. **Employment is contingent on findings but prior arrest or conviction is not an automatic bar to employment.**

- Action Pathways reserves the right to have employees complete a medical examination and certain tests to demonstrate fitness for duty. Your continued participation from this point acknowledges your consent to obtain a health certification.
- Action Pathways reserves the right to conduct criminal and other background checks on employees and/or potential employees. Your continued participation from this point forward gives your consent for such checks. Employment may be contingent on findings.
- If hired, you will have electronic access to an Employee Handbook and the Personnel Policies and Procedures Manual. It will be your responsibility to read and understand the contents of these documents.

By checking off the box next to each of the prior paragraphs, I realize that I am acknowledging my understanding of their content, and that I agree to abide by the spirit and intent of each paragraph.

**\*\*Failure to check each box invalidates this application.**

Applicant's Printed Name

Applicant's Signature

Date

**TO BE CONSIDERED FOR THE POSITION YOU ARE APPLYING,  
YOU MUST COMPLETE ALL PAGES OF THE APPLICATION**

Revised 10/16



# APPLICATION FOR EMPLOYMENT

## An Equal Opportunity Employer

We consider applicants for all positions without regard to race, color, religion, creed, gender, sexual orientation, national origin, age, disability, marital or veteran status or any other legally protected status. Equal access to employment, services, and programs is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the organization.

**Please print or type.** A standardized application is essential to the process of fairly evaluating applicants. As an applicant, you must ensure that your application is as complete as possible. **All 7 pages of this application must be completed in order for you to be considered an applicant.** Resumes may be attached to the application; however, applicants are required to complete the work history page. You may attach additional sheets if necessary. Complete all items on the application. **Do not refer to your resume.** Make sure you sign your name in all areas where it is requested. **Failure to complete the application and to sign in all required areas will result in your application not being considered for the vacancy.**

*Applications must be received in our office by 4:00 pm on the closing date.*

**Position Applying For:**  **Date:**

**\*Action Pathways is always recruiting for the positions in the boxes below. To be considered for ANY positions with a box. check ALL that apply:**

- Substitute   
  Lead Teacher   
  Teacher Assistant   
  NC Pre-K Lead Teacher   
  Bus Driver

**(For the positions listed above, one application will cover them all. For any other Action Pathways position, submit a separate application for each position for which you wish consideration.)**

### Personal Data (Please type or print clearly)

**Last Name**  **First Name**  **Middle/Other**

**Address**

**City**  **State**  **Zip Code**

**email**  **Phone**  **Alternate Phone**

	Yes	No
Are you 18 years of age or older?	<input type="checkbox"/>	<input type="checkbox"/>
If hired, can you provide written evidence that you are authorized to work in the US?	<input type="checkbox"/>	<input type="checkbox"/>
Are you a previous employee of Action Pathways (CCAP) or its programs? If yes, give program name, title and dates of service.	<input type="checkbox"/>	<input type="checkbox"/>
Do you have any relatives employed by this agency?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a person with whom you are involved in a close personal relationship employed here?	<input type="checkbox"/>	<input type="checkbox"/>
Are you able to meet the attendance requirements?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a valid driver's license?	<input type="checkbox"/>	<input type="checkbox"/>
Have you had any moving violations during the past 3 years?	<input type="checkbox"/>	<input type="checkbox"/>
Date you will be available to begin if selected:	<input type="text"/>	

# EDUCATION

Select the highest grade completed for each.

High School

College

Graduate

## High School

Name  Years Attended  Graduate?   
Address  Major/ Minor   
City  State  Zip Code  Degree

## Community / Technical School

Name  Years Attended  Graduate?   
Address  Major/ Minor   
City  State  Zip Code  Degree

## College / University

Name  Years Attended  Graduate?   
Address  Major/ Minor   
City  State  Zip Code  Degree

## College / University

Name  Years Attended  Graduate?   
Address  Major/ Minor   
City  State  Zip Code  Degree

## Graduate School

Name  Years Attended  Graduate?   
Address  Major/ Minor   
City  State  Zip Code  Degree

## Other

Name  Years Attended  Graduate?   
Address  Major/ Minor   
City  State  Zip Code  Degree

Referral Source  Other Source

**E-Mail Authorization**

I would like Action Pathways to forward information about activities of the organization to my email address.  
 Yes  No

**Other Skills and Qualifications**

Summarize any additional information that relates to your ability to perform the job for which you have applied, such as job related training, licenses, certificates, computer applications, etc.

**Military Experience**

Branch of Service  Dates of Service

**Ability to Perform Essential Duties**

A written job posting listing the essential job duties and responsibilities of the position for which you have applied was available with the advertisement. Please review the job duties and answer the following question.

Are you capable of performing, with or without reasonable accommodation, the activities involved in the job position for which you have applied?

YES  NO

**Bonding**

Are you eligible to be bonded?  
Conviction of a felony or misdemeanor would prevent a person being eligible to be bonded.)

YES  NO

**Personal/ Professional References**

List three references, do not include former employers or relatives.

Name	<input type="text"/>	Phone	<input type="text"/>
Address	<input type="text"/>		Occupation <input type="text"/>
City	<input type="text"/>	State <input type="text"/>	Zip Code <input type="text"/>
email	<input type="text"/>		
<hr/>			
Name	<input type="text"/>	Phone	<input type="text"/>
Address	<input type="text"/>		Occupation <input type="text"/>
City	<input type="text"/>	State <input type="text"/>	Zip Code <input type="text"/>
email	<input type="text"/>		
<hr/>			
Name	<input type="text"/>	Phone	<input type="text"/>
Address	<input type="text"/>		Occupation <input type="text"/>
City	<input type="text"/>	State <input type="text"/>	Zip Code <input type="text"/>
email	<input type="text"/>		

**Work History**

Begin with the most current position. Attach additional sheets if necessary. Include volunteer and military experience.

Job Title  Employer  Type   
Supervisor Name/ Title  Phone   
Address   
Date Started  Date Separated  Ending Salary  Hours / Week   
Specific Reason for Leaving   
Duties

Job Title  Employer  Type   
Supervisor Name/ Title  Phone   
Address   
Date Started  Date Separated  Ending Salary  Hours / Week   
Specific Reason for Leaving   
Duties

Job Title  Employer  Type   
Supervisor Name/ Title  Phone   
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Supervisor Name/ Title  Phone   
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Date Started  Date Separated  Ending Salary  Hours / Week   
Specific Reason for Leaving

Duties

Job Title  Employer  Type   
Supervisor Name/ Title  Phone   
Address   
Date Started  Date Separated  Ending Salary  Hours / Week   
Specific Reason for Leaving

Duties

Job Title  Employer  Type   
Supervisor Name/ Title  Phone   
Address   
Date Started  Date Separated  Ending Salary  Hours / Week   
Specific Reason for Leaving

Duties

**Explain any gaps in employment** other than those due to illness, injury or disability:

I hereby authorize Action Pathways as a potential employer to contact, obtain, and verify the accuracy of information contained in this application from all previous employers, educational institutions, and references. I also hereby release from liability Action Pathways and its representatives for seeking, gathering, and using such information to make employment decisions and all other persons or organizations and businesses fro providing such information.

**Print Name**

**Signature of Applicant (Unsigned applications will not be processed)**

**Date**

### **Applicant's Statement and Signature**

By signing below, I certify that all of the statements made on this application, in addition to any attached documents, are true, complete and correct to the best of my knowledge and are made in good faith. I understand that false information or documentation, or a failure to disclose relevant information may be grounds for rejection of my application or may result in my dismissal or disciplinary action if employed. I understand that dismissal upon employment will be mandatory if fraudulent disclosures are given to meet qualifications. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I authorize Action Pathways to secure information about my background and experience with former employers, education institutions and any relevant agencies, and authorize those parties to provide information to Action Pathways concerning by background and experience. I release Action Pathways and all parties providing information to Action Pathways about my background and experience, from any liability whatsoever arising there from.

I understand that Action Pathways follows an "employment at will" policy, that either I or Action Pathways may end the employment relationship at any time, with or without cause, for any reason consistent with applicable state or Federal law. It is further understood that this "at will" policy may only be changed by written authority of the Chief Executive Officer of Action Pathways I understand that this application is not a contract of employment.

I also understand that if I am extended an offer of employment by Action Pathways, my employment is contingent upon satisfactory completion of proof of identity and legal work authorization, medical fitness, substance abuse testing and criminal background checks as well as other investigations, depending upon the position. I understand and agree to these checks.

I understand that this application is only valid for the position applied for at present and that Action Pathways is not obligated to retain or consider this application for future openings.

I have read and fully understand the instructions for the completion of this application on the front of this form and understand that incomplete or unsigned applications will not be considered. I seek employment under these conditions.

**Print Name**

**Signature of Applicant (Unsigned applications will not be processed)**

**Date**

*This application will only be considered for 6 months. If you have not been hired within 6 months of filling out this application and you wish to continue to be considered for employment, you must complete another application.*

# INVITATION TO IDENTIFY FOR AFFIRMATIVE ACTION PURPOSES

Action Pathways is an equal opportunity employer and does not discriminate in hiring or employment on the basis of race, color, religion, sex, national origin, age, disability, or any other basis prohibited by Federal, state or local law. No question on this form is intended to secure information to be used for such discrimination. Action Pathways is required by Federal regulations to report information as requested below. Your contribution of this information is completely voluntary and in no way affects the decision regarding your employment opportunity. The information you provide is strictly confidential and will be maintained separate from your employment application.

**Applicant Name**

**Date**

**Position Applied For**

**Gender**

Male

Female

**Veteran Status**

**Race/ Ethnic Group**

**Referral Source**

**Other Referral Source**

***Thank you for your application!***

Race/Ethnicity	Veteran Status
<p><b>Hispanic or Latino:</b> A person of Cuban, Mexican, Puerto Rican, South or Central American or other Spanish culture or origin regardless of race.</p>	<p><b>Special Disabled Veteran:</b> Defined as a veteran who is entitled to disability compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Veterans administration for a disability:</p> <ul style="list-style-type: none"> <li>(i) rated at 30% or more; or</li> <li>(ii) rated at 10 or 20% in the case of a veteran who has been determined under Section 1506 to have a serious employment disability, or a person who was discharged from active duty because of a service-connected disability.</li> </ul>
<p><b>White (Not Hispanic or Latino):</b> A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.</p>	
<p><b>Black or African American (Not Hispanic or Latino):</b> A person having origins in any of the black racial groups of Africa.</p>	<p><b>Vietnam Era Veteran:</b> Defined as a veteran who:</p> <ul style="list-style-type: none"> <li>(a) served on active duty in the Republic of Vietnam between 28 February 1961 and 7 May 1975; or</li> <li>(b) served on active duty for a period of more than 180 days, any part of which occurred between 5 August 1964 and 7 May 1975, and was discharged or released there from with other than a dishonorable discharge; or</li> <li>(c) was discharged or released from active duty for a service-connected disability if any part of his or her active duty was performed between 5 August 1964 and 7 May 1975.</li> </ul>
<p><b>Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino):</b> A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.</p>	
<p><b>Asian (Not Hispanic or Latino):</b> A person having origins in any of the original peoples of the Far east, Southeast Asia, or the Indian Subcontinent, including Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.</p>	<p><b>Other Eligible Veteran:</b> Defined as any veteran who served in a “war” declared by Congress, in a campaign or on an expedition for which a campaign badge, a service medal, or an expeditionary medal has been awarded.</p>
<p><b>American Indian or Alaska Native (Not Hispanic or Latino):</b> A person having origins in any of the original peoples of North and South America, including Central America, and who maintain tribal affiliation or community attachment.</p>	
<p><b>Two or More Races (Not Hispanic or Latino):</b> All persons who identify with more than one of the above 5 races.</p>	