



**APPLICATION FOR EMPLOYMENT**  
*PCA is an Equal Opportunity Employer*

**Personal Information**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Email: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Have you ever worked for Piedmont Community Action?  YES If so, when \_\_\_\_\_  NO

Do you know anyone that is working or has worked for Piedmont Community Action?

If yes, whom: \_\_\_\_\_

Can you prove your U. S. Citizenship? Circle One.  YES  NO

If not a U. S. Citizen, give Visa No. and Expiration Date: \_\_\_\_\_

Have you ever been convicted of a crime within the last five years?

YES  NO If yes please explain: \_\_\_\_\_

**Position(s) you are applying for**

Title: \_\_\_\_\_ Salary Requirement: \_\_\_\_\_

Referred By: \_\_\_\_\_ Date You Can Start: \_\_\_\_\_

**Education Record: \*\*\*\*Please submit copies of diplomas. If applying for Head Start/Early Head Start Positions include transcripts of classes when applying if Degree is not related to Position\*\*\*\*\***

High School (Name, City, State): \_\_\_\_\_

Year of Graduation: \_\_\_\_\_

Business or Technical School (Name, City, State): \_\_\_\_\_

Dates Attended: \_\_\_\_\_ Degree Earned: \_\_\_\_\_

Undergraduate College (Name, City, State): \_\_\_\_\_

Dates Attended: \_\_\_\_\_ Degree Earned: \_\_\_\_\_

Graduate School (Name, City, State): \_\_\_\_\_

Dates Attended: \_\_\_\_\_ Degree Earned: \_\_\_\_\_

**Work History (give information about your LAST 3 jobs, starting with the most recent)**  
**\*\*\* MUST LIST ATLEAST 3**

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1) Employer: \_\_\_\_\_ Dates Employed: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Title/Duties: \_\_\_\_\_

Supervisor's Name & Title: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

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2) Employer: \_\_\_\_\_ Dates Employed: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Title/Duties: \_\_\_\_\_

Supervisor's Name & Title: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

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3) Employer: \_\_\_\_\_ Dates Employed: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Title/Duties: \_\_\_\_\_

Supervisor's Name & Title: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

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***Business References (if applying for your first job, you may use academic references)***  
***\*\*\* MUST HAVE ATLEAST 3 REFERENCES (NON-FAMILY)***

1) Name: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

2) Name: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

3) Name: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

***Please Read and Sign***

The information that I have provided to Piedmont Community Actions in this Employment Application is true and correct. If I am employed by PCA and any misstatement or omission is found, I understand that this will be grounds for immediate termination. I understand that employment with PCA is employment at will. I give PCA permission to check my job history, criminal background and personal references as listed on this application or my resume.

***A DRUG TEST WILL BE GIVEN TO ALL NEW EMPLOYEES. A POSITIVE TEST RESULT FOR USE OF DRUGS WILL BE GROUNDS FOR IMMEDIATE RELEASE FROM EMPLOYMENT WITH PCA.***

***Signature:*** \_\_\_\_\_

***Date:*** \_\_\_\_\_

***\*\*\*Please remember to include copies of your diplomas and/or transcripts when submitting your application\*\*\****

***We will not process your application until they are received. Email all to :***

***[HR@pcasp.org](mailto:HR@pcasp.org)***