

EDUCATION:

| Type of School | Circle No. of Years completed | Name and address of school | Major or Field | Indicate diploma, credit or degree |
|--------------------------------------|-------------------------------|----------------------------|----------------|------------------------------------|
| High School | 1 2 3 4 | | | |
| College or University | | | | |
| Other schools, trainings or licenses | | | | |

I give permission to C.E.F.S. Economic Opportunity Corporation to obtain and verify employment and personal references necessary to make a hiring decision and hold the agency and persons giving such references harmless and free of any and all liability that could result from this review process. All information received will be held in strict confidence.

CERTIFICATION - I certify that all the statements made by the applicant in this Employment Application are true, complete and correct to the best of my knowledge and belief, and are made in good faith.

Applicant Signature _____ Date Signed _____

- PLEASE DO NOT WRITE BELOW THIS LINE -
FOR PERSONNEL DEPARTMENT USE ONLY

Applicant is: Approved Not Approved

Starting date: _____

Chief Executive Officer's Signature: _____

| To replace or fill vacancy of: | Classification | Salary \$ | Approved Manager's Signature: |
|--------------------------------|----------------|-----------|-------------------------------|
|--------------------------------|----------------|-----------|-------------------------------|

Nothing that is contained in the Employment Application should be construed as creating a contract or guarantee of employment. The contents of this Employment Application are informational and solely intended to be a reference guide by the organization in making employment recommendations and decisions. Employment will be at the sole discretion of the organization.



C.E.F.S. ECONOMIC OPPORTUNITY CORPORATION

1805 South Banker Street
Effingham, Illinois 62401-0928
217/342-2193 (Voice)
217/342-4701 (Fax)

APPLICANT DATA RECORD

Applicants considered for positions, will be treated without regard to race, color, religion, sex, national origin, age or disability. We are an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability. As an Equal Opportunity Employer we must comply with federal and state regulations and affirmative action responsibilities.

INSTRUCTIONS:

To help us comply with federal record keeping, reporting and other legal requirements, please fill out the Applicant Data Record. **Please Print in Ink or Type.** This data is for periodic federal reporting. This data will be kept in a **Confidential File Separate from the Application for Employment.** We appreciate your cooperation!

Date _____

Position(s) Applied for:

Referral Source: Advertisement Friend Relative Walk-In

Employment Agency Other _____

Affirmative Action Survey

Federal agencies require periodic reports on the sex, ethnicity, disability and veteran status of applicants.

This data is for analysis and affirmative action only. Submission of information is voluntary.

Check One:

Male Female

Check One:

Under 21 60 & over 21 to 59

Race/Ethnic Group: Check One:

Hispanic/Latino

Non-Hispanic or Latino

White

Black or African American

Native Hawaiian/other Pacific Islander

Asian

American Indian/Alaska Native

Two or More Races

Check If Any Are Applicable:

Veteran

Veteran with Disabilities

Non-Veteran with Disabilities