

APPLICATION FOR EMPLOYMENT

COPE Community Services, Inc.

1485 W. Commerce Court
Tucson, AZ 85746

Phone: 520-792-4139 Fax: 520-624-9144

COPE IS AN EQUAL OPPORTUNITY EMPLOYER

We consider applicants for all positions for which they qualify without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

APPLICATION MUST BE FILLED OUT COMPLETELY TO BE CONSIDERED.

INCOMPLETE APPLICATION WILL NOT BE CONSIDERED.

PRINT OR TYPE ALL INFORMATION

Last Name	First Name	Middle Name	
Mailing Address (no P.O. box)	City	State	Zip
Daytime Telephone Number	Evening Telephone Number		
Social Security Number	Date		
Position Applying For:			
First Choice:		Second Choice:	

Check your working availability:

- Full Time: I am available and desire to work FULL-TIME (30 hours or more per week) and do not have restrictions on my hours and days.
- Part Time: I am only available and desire to work PART-TIME (less than 29 hours per week).
- Per-Diem: I am available on an as-needed basis.

Check the shifts that you are available to work: Days Evenings Nights

Check the days and times that you are available to work (circle either AM or PM for start and ending times):

- Monday From: _____ A.M./P.M. To: _____ A.M./P.M.
- Tuesday From: _____ A.M./P.M. To: _____ A.M./P.M.
- Wednesday From: _____ A.M./P.M. To: _____ A.M./P.M.
- Thursday From: _____ A.M./P.M. To: _____ A.M./P.M.
- Friday From: _____ A.M./P.M. To: _____ A.M./P.M.
- Saturday From: _____ A.M./P.M. To: _____ A.M./P.M.
- Sunday From: _____ A.M./P.M. To: _____ A.M./P.M.

NOTE: Work schedules are based on the needs of the clients and may be subject to change on a weekly basis.

Date available to begin work: ____ / ____ / ____ Desired salary range: _____

Are you legally authorized to work in the United States?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you at least 21 years of age (licensing requirement)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If under 21, please state age: _____		
Have you previously been employed by COPE?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, provide dates: _____		
Reason for termination: _____		
Have you previously filed an application with us?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, provide dates: _____		
Do any of your friends or relatives work for COPE?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, provide names, relationships, and locations of employment: _____		
Are you currently employed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
May we contact your current employer?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever been convicted of a crime or felony?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, describe fully, including date, location, and disposition of the conviction: _____		
Do you have any pending criminal actions?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, describe fully: _____		
 NOTE: A conviction record will not necessarily be a bar to employment. Factors such as date of conviction, position being applied for, as well as nature of the offense will be considered.		

EDUCATION/TRAINING

Degrees/Certifications (check all that apply and mark only degrees awarded):			
<input type="checkbox"/> Ph.D.	<input type="checkbox"/> MA/S Psych.	<input type="checkbox"/> BS/BA Psych.	<input type="checkbox"/> MC
<input type="checkbox"/> AA/S _____	<input type="checkbox"/> DSW	<input type="checkbox"/> MSW	<input type="checkbox"/> BSW
<input type="checkbox"/> CISW	<input type="checkbox"/> CPA	<input type="checkbox"/> M.ED	<input type="checkbox"/> MPH
<input type="checkbox"/> MBA	<input type="checkbox"/> BBA	<input type="checkbox"/> M.D.	<input type="checkbox"/> RN
<input type="checkbox"/> BS Nursing	<input type="checkbox"/> Other _____	<input type="checkbox"/> LPN	
High School/GED	Location	Focus of Study	Diploma Awarded
College/University	Location	Major/Minor	Degree Awarded
College/University	Location	Major/Minor	Degree Awarded
Languages You Speak Fluently	Languages You Write	Languages You Read	

WORK EXPERIENCE

**LIST MOST RECENT POSITION FIRST – ATTACH ADDITIONAL SHEETS, IF NEEDED
ACCOUNT FOR THE LAST SEVEN (7) YEARS INCLUDING ANY GAPS IN EMPLOYMENT**

DO NOT WRITE “SEE RESUME”

Employer	Dates of Employment
Address/Phone	Position
Supervisor	Salary
Duties/Responsibilities	Reason for Leaving

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PROFESSIONAL REFERENCES

List only references who can provide information about your previous work experience

Do not include personal references or family members

Name	Relationship	Occupation	Years Known	Telephone
Name	Relationship	Occupation	Years Known	Telephone
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APPLICANT'S STATEMENT

I hereby certify that all of the information provided by me in this application (or any accompanying documents) is correct, accurate, and complete to the best of my knowledge. I understand that the falsification or misrepresentation or omission of any facts in said documents will be cause for denial of employment or termination of employment regardless of the timing or circumstances of discovery.

I authorize investigations of all statements and verification of work history contained in this application.

This application for employment shall be considered active for a period of time not to exceed one year. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I understand that submission of an application does not guarantee employment. I further understand that, should an offer of employment be extended by COPE Community Services, Inc. (hereinafter referred to as "COPE"), such employment is at-will, for no specified duration, and may be terminated by either COPE or myself at any time, with or without cause or notice. I understand that none of the documents, policies, procedures, actions or statements of COPE or its representatives used during the employment process is deemed a contract of employment, real or implied. It is further understood that this at-will employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by the President/CEO of COPE Community Services, Inc.

I understand that, if offered a position with COPE, I may be required to submit to a pre-employment medical examination, drug screening, and background check as a condition of employment. I understand that unsatisfactory results from, refusal to cooperate with, or any attempt to affect the results of these pre-employment tests and checks will result in either withdrawal of any employment offer or termination of employment if already employed.

I hereby authorize any and all schools, former employers, references, courts, and any others who have information about me to provide such information to COPE and/or any of its representatives, agents, or vendors and I release all parties involved from any and all liability for any and all damage that may result from providing such information.

I understand, also, that I am required to abide by all policies and procedures of COPE and will not recover any reference documents and/or materials submitted with my application.

I certify that I have a valid Arizona Driver's License and do not have more than two (2) moving violations in the past three (3) years. (DUI, careless driving, or any other major moving violations automatically exclude you from coverage.)

_____ **Initials**

BY SIGNING BELOW I ACKNOWLEDGE THAT I HAVE READ, UNDERSTAND, AND AGREE TO THE ABOVE STATEMENTS.

Applicant's Signature: _____

Date: _____

COMPLETION OF THE BELOW SECTION IS VOLUNTARY. REFUSAL TO PROVIDE INFORMATION WILL NOT SUBJECT APPLICANT TO ANY ADVERSE TREATMENT.

ALL INFORMATION WILL BE KEPT CONFIDENTIAL.

COPE Community Services, Inc. is trying to find out who is applying for jobs and if all people in the community are hearing about job vacancies. Please help us in our commitment to Equal Opportunity by completing the information below.

Position applied for: _____ Date: _____

WHERE DID YOU HEAR ABOUT THIS JOB?

- Newspaper Ad COPE Website Jobing.com Website Family/Friend
- CPSA/CPSAjobs.org Website Employment Agency COPE Employee
- Job Fair Tucson Indian Center DES Job Service U of A
- Pima Community College Tucson Urban League Fred Acosta Job Corps

GENDER

- Male Female

RACE/ETHNICITY

- Black or African American (Not Hispanic or Latino) Hispanic or Latino
- Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)
- Asian (Not Hispanic or Latino)
- American Indian or Alaska Native (Not Hispanic or Latino)
- White (Not Hispanic or Latino) Two or More Races (Not Hispanic or Latino)
- Choose Not To Disclose

VETERAN STATUS

- Not a Veteran Disabled Veteran
- Veteran of the Vietnam-Era Other Veteran