



APPLICATION FOR EMPLOYMENT

Community and Economic Development Association of Cook County, Inc. (CEDA) is an equal opportunity employer. Community and Economic Development Association of Cook County, Inc. (CEDA) does not discriminate in employment on account of race, color, religion, national origin, citizenship status, ancestry, age, sex (including sexual harassment), sexual orientation, marital status, physical or mental disability, or military status.

PERSONAL INFORMATION

Incomplete information could disqualify you from further consideration. Please complete all fields.

Location: _____ Date: _____

Name: _____

Address: _____
City State Zip

E-mail Address: _____

Home Phone #: _____ Mobile Phone #: _____

Are you eligible to work in the U.S? Yes No
(Proof of citizenship or immigration status will be required upon employment.)

Are you at least 18 years or older? (If no, you may be required to provide authorization to work.)
 Yes No

Have you ever been terminated from employment or asked to resign by an employer?
 Yes No, If yes, please provide company names and details:

Are you available to work: Days Nights Weekends Full Time If you cannot work full time, please explain:

List available days/hours:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday



Preferred Job Status: Full-time Part-time Seasonal As Needed

Can you work overtime, including weekends? Yes No

Have you previously been employed by CEDA? Yes No If yes, when? At which locations?

Have you previously volunteered at CEDA? Yes No If yes, when? At which locations?

Do you know anyone or have any relatives who work for CEDA? Yes No If yes, who?

_____	_____	_____	_____
Employee	Relationship	Employee	Relationship

Are you able to perform the essential functions of the job for which you are applying, with or without a reasonable accommodation? Yes No

EMPLOYMENT DESIRED

Date you can start: _____ Hourly Rate/Salary desired: _____

Position desired: _____

Are you currently employed? _____ If so, may we inquire of your present employer? _____

REFERRAL SOURCE

(Check the appropriate box)

How did you hear about us? Walk-in Advertisement Website: _____

College Fair: _____ Employment Agency: _____

Staffing Agency: _____ Other: _____

Name
Name
Name

EDUCATION

Circle highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12 College: 1 2 3 4

Advance Degree: Yes No Type of degree(s): _____

License(s) and/or certification(s): _____

Name of last school(s) attended: _____



Other training/trade schools: _____

Computer Skills (please describe): _____

Which languages can you speak? _____

Do you have any special skills, experience and/or training that would enhance your ability to perform the position applied for? If yes, explain.

MILITARY

Are you a veteran? Yes No

Duty/specialized training: _____ Dates of Service: _____

EMPLOYMENT HISTORY

Include your last seven (7) years of employment history, including periods of unemployment, starting with the most recent and working backwards in time. *Incomplete information could disqualify you from further consideration.*

From: _____ To: _____ Employer Name: _____

Position Held: _____ Address: _____
City State Zip

Telephone: _____ immediate supervisor and title: _____

Summarize the nature of the work performed and job responsibilities:

Reason for leaving: _____

May We Contact Yes No

From: _____ To: _____ Employer Name: _____

Position Held: _____ Address: _____
City State Zip

Telephone: _____ immediate supervisor and title: _____



Summarize the nature of the work performed and job responsibilities:

Reason for leaving: _____

May We Contact Yes No

From: _____ To: _____ Employer Name: _____

Position Held: _____ Address: _____
City State Zip

Telephone: _____ immediate supervisor and title: _____

Summarize the nature of the work performed and job responsibilities:

Reason for leaving: _____

May We Contact Yes No

From: _____ To: _____ Employer Name: _____

Position Held: _____ Address: _____
City State Zip

Telephone: _____ immediate supervisor and title: _____

Summarize the nature of the work performed and job responsibilities:

Reason for leaving: _____

May We Contact Yes No



From: _____ To: _____ Employer Name: _____

Position Held: _____ Address: _____
City State Zip

Telephone: _____ immediate supervisor and title: _____

Summarize the nature of the work performed and job responsibilities:

Reason for leaving: _____

May We Contact Yes No

From: _____ To: _____ Employer Name: _____

Position Held: _____ Address: _____
City State Zip

Telephone: _____ immediate supervisor and title: _____

Summarize the nature of the work performed and job responsibilities:

Reason for leaving: _____ Hourly Rate/Salary: _____

May We Contact Yes No

From: _____ To: _____ Employer Name: _____

Position Held: _____ Address: _____
City State Zip

Telephone: _____ immediate supervisor and title: _____



Summarize the nature of the work performed and job responsibilities:

Reason for leaving: _____

May We Contact Yes No

REFERENCES

(Give the names of three persons not related to you, whom you have known at least three (3) years.)

Name	Address, Phone, Email	Company	Job Title	Years Acquainted
1. _____				
2. _____				
3. _____				

PLEASE READ CAREFULLY, INITIAL EACH PARAGRAPH AND SIGN BELOW.

I certify that the statements I have made on this application are true and correct. I understand that any misrepresentations made in this application will be sufficient cause for denial of employment or discharge. I understand that nothing contained in this application, or the granting of an interview, is intended to be a contract of employment. I also understand that employment with Community and Economic Development Association is “at will” and that either of us may terminate the relationship at any time, for any reason, with or without cause.

I authorize CEDA to investigate my background to determine my suitability for employment and to use any information lawfully obtained for any employment-related purpose permitted by law. This investigation may include checking with the schools and employers I have identified, reviewing criminal conviction and driving records, and verifying any other relevant information about me. I release and waive any claims I may have against CEDA and agree to indemnify CEDA, and other persons or entities for any loss or injury I may sustain as a result of any disclosure made related to this employment application.

Signature: _____ Date: _____