



# CHINESE AMERICAN SERVICE LEAGUE, Inc.

(An Equal Opportunity Employer)

## APPLICATION FOR EMPLOYMENT

**PLEASE PRINT**

Last Name	First Name	Nickname/Chinese	Telephone No.	Date	_____
Street & Number		City	State	Zip Code	Position Applied For
					_____
					Date Available For Work
					_____

Can you legally work in United States?     Yes     No    Email address: \_\_\_\_\_

In Case of Emergency, who should we contact?    Name: \_\_\_\_\_    Phone: \_\_\_\_\_

How did you come to apply:

Referral (Name): \_\_\_\_\_  Newspaper Ad     School     Drop in     Internet: \_\_\_\_\_

### EDUCATION

Indicates High School, Colleges/Universities attended:

Name and Location	Major	Year Completed	Degree Received e.g. BA/MA

Indicate any other vocational schools or training programs you have attended:

Name of Location	Course of Study	Year Completed	Type of Certificate

### OFFICE SKILLS

Typing Speed (WPM): \_\_\_\_\_ Computer Knowledge: \_\_\_\_\_ Others: \_\_\_\_\_

### LANGUAGE SKILLS

What other languages besides English do you read? | \_\_\_\_\_ | Write? | \_\_\_\_\_ | Speak? | \_\_\_\_\_

Are you able to perform the essential job functions of the position you are applying with or without reasonable accommodations?

Yes \_\_\_\_\_ No \_\_\_\_\_

## ADDITIONAL INFORMATION

Please list your membership in a professional and/or community groups or organization?

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What are your hobbies and interests? \_\_\_\_\_

### MILITARY

Have you ever been in the armed forces?  Yes  No

Are you now a member of the National Guard?  Yes  No

Date Entered \_\_\_\_\_ Discharge Date \_\_\_\_\_

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DO YOU HAVE A DRIVER'S LICENSE?  Yes  No

Driver's license number: \_\_\_\_\_ State of issue: \_\_\_\_\_ Expiration date: \_\_\_\_\_

Operator \_\_\_\_\_ Commercial (CDL) \_\_\_\_\_ Chauffeur \_\_\_\_\_

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### EMPLOYMENT HISTORY

Please list your past 10 years of employment starting with the most recent: (Please complete in its entirety and attach resume.)

Name of Employer		Nature of Work		
Address				
Telephone				
Job Title – Full Time/Part Time (Please circle one)	Salary	Date:	From	To
Supervisor: Name/Title		E-mail Address:		
Reason for Leaving				

Name of Employer		Nature of Work		
Address				
Telephone				
Job Title – Full Time/Part Time (Please circle one)	Salary	Date:	From	To
Supervisor: Name/Title		E-mail Address:		
Reason for Leaving				

## EMPLOYMENT HISTORY (Cont.)

Please list your past 10 years of employment starting with the most recent: (Please complete in its entirety and attach resume.)

Name of Employer		Nature of Work	
Address			
Telephone			
Job Title – Full Time/Part Time (Please circle one)	Salary	Date:	From                      To
Supervisor: Name/Title		E-mail Address:	
Reason for Leaving			

Name of Employer		Nature of Work	
Address			
Telephone			
Job Title – Full Time/Part Time (Please circle one)	Salary	Date:	From                      To
Supervisor: Name/Title		E-mail Address:	
Reason for Leaving			

Name of Employer		Nature of Work	
Address			
Telephone			
Job Title – Full Time/Part Time (Please circle one)	Salary	Date:	From                      To
Supervisor: Name/Title		E-mail Address:	
Reason for Leaving			

Please list below at least three **PROFESSIONAL references**, not related, that you have known for the past two years. Do not give former employers.

Name	Occupation	Telephone	E-Mail Address	How Long You've Known

The applicant gives Chinese American Service League permission to contact the employers and persons above unless otherwise specified.

I authorize CASL to conduct such inquiries as it deems necessary or desirable to determine my qualifications for employment. I understand that any false or misleading information furnished herein or otherwise in connection with my application for employment may result in either rejection of my application or if employed, termination of employment.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_



**FOR PERSONNEL DEPARTMENT USE ONLY**

Position(s) Applied For Is/Are Open:     Yes             No

Positions Considered For:

Dept.: \_\_\_\_\_                      Date: \_\_\_\_\_                      Position: \_\_\_\_\_

Dept.: \_\_\_\_\_                      Date: \_\_\_\_\_                      Position: \_\_\_\_\_

Dept.: \_\_\_\_\_                      Date: \_\_\_\_\_                      Position: \_\_\_\_\_

Dept.: \_\_\_\_\_                      Date: \_\_\_\_\_                      Position: \_\_\_\_\_

We are an Equal Employment Opportunity Employer. We do not discriminate in employment and no question on this application is used for the purpose of limiting or excluding any applicant's consideration for employment on a basis prohibited by local, state or federal law.