



CHINESE AMERICAN SERVICE LEAGUE, Inc.

(An Equal Opportunity Employer)

APPLICATION FOR EMPLOYMENT

PLEASE PRINT

Last Name	First Name	Chinese/Nickname	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?

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 _____

DO YOU HAVE A DRIVER'S LICENSE? Yes No

Driver's license number: _____ State of issue: _____ Expiration date: _____

Operator _____ Commercial (CDL) _____ Chauffeur _____

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 Date: From To Part Time
Supervisor: Name/Title	E-mail Address:
Reason for Leaving	

Name of Employer	Nature of Work
Address	
Telephone	
Job Title	Full Time Date: From To Part Time
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	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	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	Date:	From To
Supervisor: Name/Title		E-mail Address:	
Reason for Leaving			

Please list below at least three **PROFESSIONAL references**, not a family member or friends, 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: _____

**VOLUNTARY SELF-IDENTIFICATION
(GENDER, ETHNICITY AND RACE SELF-IDENTIFICATION)**

PLEASE READ ALL INSTRUCTIONS CAREFULLY BEFORE COMPLETING THIS FORM.

The Chinese American Service League (“CASL”) is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, CASL invites applicants to voluntarily self-identify their race or ethnicity. Submission of this information is voluntary and refusal to provide it will not affect the decision regarding your application for employment. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.

If you choose not to self-identify at this time, the federal government allows this employer to determine the information asked below by visual survey.

PLEASE PRINT

NAME: _____ DATE: _____
 Last, First, Middle

Position applied for: (list only one) _____

*****PLEASE ANSWER THE FOLLOWING QUESTIONS IN SECTIONS 1 and 2*****

SECTION 1: What is your gender? Check only **ONE**: _____ Male _____ Female

SECTION 2: What is your race or ethnicity? Check only **ONE**:

_____ Hispanic or Latino: A person of Cuban, Mexican, Chicano, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

_____ White (not Hispanic or Latino): a person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

_____ Black or African American (not Hispanic or Latino): a person having origins in any of the black racial groups of Africa.

_____ American Indian or Alaskan Native (not Hispanic or Latino): a person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

_____ Asian (not Hispanic or Latino): a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

_____ Native Hawaiian or Pacific Islander (not Hispanic or Latino): a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

_____ Two or More Races (one of which is not Hispanic or Latino): all persons who identify with more than one of the above five races listed as not Hispanic or Latino.

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.