



- Child and Family Development Programs
- Community Recovery Services
- Community Support Services
- Youth Services

A resume may be attached, but application must be completed in its entirety.

It is the policy of the Santa Cruz Community Counseling Center to provide equal opportunity in employment without regard to race, color, religion, national origin, sexual orientation, ancestry, physical disability (including HIV and AIDS), mental disability, creed, family care status, medical condition (including pregnancy, childbirth, or related medical conditions), marital status, gender, age, political affiliation, veteran status or any other non-job related factor.

Name (Please enter EXACTLY as it appears on your Social Security Card).				Email:
Last:	First:	Middle Initial:		
Address:	City:	State:	Zip:	Phone:
				Day _____
Other Last Name(s) Used:	Are You 18 Years or Older? Yes <input type="checkbox"/> No <input type="checkbox"/>			Evening _____
				Message _____
If hired, can you furnish proof that you have the legal right to work in the US? Yes <input type="checkbox"/> No <input type="checkbox"/>				

Employment Desired			
Position and Service Component:	Date you can start work:	Salary desired:	How did you hear about this position? (Please list specific source)
Why are you applying for work at SCCCC?			

Personal Information	
Have you ever worked for SCCCC before? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, which Component(s): <input type="checkbox"/> Admin <input type="checkbox"/> CFDP <input type="checkbox"/> CRS <input type="checkbox"/> CSS <input type="checkbox"/> YS	
If yes, please provide dates, last position, supervisor's name, and reason for leaving: _____	

Do you have any friends or relatives working for SCCCC? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, state name(s) and relationship:	
_____	_____
Name	Relationship
_____	_____
Name	Relationship
_____	_____
Name	Relationship
If hired, would you have a reliable means of transportation to and from work? Yes <input type="checkbox"/> No <input type="checkbox"/>	

Education Circle highest grade completed - High School: 9 10 11 12 - College: 13 14 15 16 - Grad Work: 17 18 19 20

Name of School (City and State)	Did You Graduate?		Degree And Major
	Yes	No	
High School:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Jr. College:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
College/ University:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
College/ University:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Tech./Trade/ Military/Other:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

Other experience, training, courses, qualifications or skills that you feel make you especially suited for work at SCCCC:

Professional certification:

Other job-related activities: List any job related activities (e.g., memberships) that may prove beneficial to your work (you may omit those which indicate race, color, religion, national origin, ancestry, sex, age, or the existence of a disability).

Employment History – *This section must be completed, even if your resume is attached.*

List most recent employer first. Include periods for the past ten years whether employed or unemployed, including volunteer work and active military service (use additional pages, if necessary).

Name of Employer:	Dates of Employment (month and year): From: _____ To: _____	May We Contact Employer?
Street:	City: _____ State: _____ Zip: _____	Title:
Phone Number:	Monthly Salary: Start: \$ _____ Final: \$ _____	Hours per Week:
Description of Duties:		Reason for Leaving: Name of Immediate Supervisor:

Name of Employer:	Dates of Employment (month and year): From: _____ To: _____	May We Contact Employer?
Street:	City: _____ State: _____ Zip: _____	Title:
Phone Number:	Monthly Salary: Start: \$ _____ Final: \$ _____	Hours per Week:
Description of Duties:		Reason for Leaving: Name of Immediate Supervisor:

Employment History (Cont'd...)				
Name of Employer:		Dates of Employment (month and year): From: _____ To: _____		May We Contact Employer?
Street:	City:	State:	Zip:	Title:
Phone Number:		Monthly Salary: Start: \$ _____ Final: \$ _____		Hours per Week:
Description of Duties:				Reason for Leaving: Name of Immediate Supervisor:

Professional References

Please list the names of three people not related to you, who can attest to your professional qualifications:

Name	Address	Telephone	Email	# Years Acquainted
1.				
2.				
3.				

Special Questions

<p>Have you ever been convicted of a criminal offense (felony or serious misdemeanor)? (Convictions for misdemeanor marijuana-related offenses that are more than two years old need not be listed. You may also omit minor traffic offenses, any convictions which have been sealed or expunged and misdemeanors for which probation was completed and the case judicially dismissed)</p> <p style="text-align: center;">Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>(NOTE: No applicant will be denied employment solely on the grounds of conviction of a crime. The nature of the offense, the date of the offense, the surrounding circumstances and the relevance of the offense to the position(s) applied for will be considered)</p>	<p>If Yes, please explain: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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If you can communicate in any language(s) in addition to English please provide details:

Language(s): 1) _____ 2) _____ 3) _____

Language #1): Conversational Fluent Able to Translate Written Material

Language #2): Conversational Fluent Able to Translate Written Material

Language #3): Conversational Fluent Able to Translate Written Material

If the position you are applying for requires driving, please answer the following questions:

Do you have a current driver's license? Yes No

During the last 3 years have you had more than 2 at-fault accidents? Yes No

During the last 3 years have you had more than 3 moving violations? Yes No

During the last 4 years have you had any DUI or reckless driving violations? Yes No

If the position you are applying for requires driving your personal vehicle, please answer the following questions:

Do you have use of a car? Yes No

Do you have current vehicle insurance with at least \$100,000 liability and \$1,000 medical coverage? Yes No

Special Questions (Cont'd...)

This Section For Head Start Applicants Only:

If you are applying as a Bus Driver, can you meet the following criteria: Do you have a school bus driver certificate, and in the last 10 years are you free of DUI or reckless driving violations, and in the last 10 years have you had no greater than 3 moving violations, and in the last 10 years have you had no more than 1 at fault accident? Yes No

Note: Applicants for bus driving positions are required to pass a background check.

Authorization: All Applicants

Please Read Carefully, Initial Each Paragraph and Sign Below:

_____ I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment
Initials and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

_____ I hereby authorize Santa Cruz Community Counseling Center to thoroughly investigate my references, work record, education
Initials and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the Agency any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the Agency, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

_____ I understand that nothing contained in the application, or conveyed during any interview which may be granted or during my
Initials employment, if hired, is intended to create an employment contract between me and the Agency. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time according to Agency policies and procedures, and that no promises or representations contrary to the foregoing are binding on the Agency unless made in writing and signed by me and the Agency's designated representative.

_____ Should a search of public records (including records documenting an arrest, indictment, conviction, civil judicial action, tax
Initials lien or outstanding judgment) be conducted by internal personnel employed by the Agency, I am entitled to copies of any such public records obtained by the Agency unless I mark the check box below. If I am not hired as a result of such information, I am entitled to a copy of any such records even though I have checked the box below.

I waive receipt of a copy of any public record described in the paragraph above.

Date

Applicant's Signature

FOR PERSONNEL USE ONLY

Education Verified

Initials

Date

Reference Check

Initials

Date

SCCCC Request for Job Applicant Information

The Santa Cruz Community Counseling Center maintains a policy of providing equal opportunity in all aspects of employment. This includes all terms and conditions of employment including hiring, promotion, training, transfer, assignment, compensation, fringe benefits, of all persons regardless of race, color, religion, age, disability, national origin, sex, gender, sexual preference or any other non-merit factor unrelated to job duties.

This information is needed to evaluate the effectiveness of our Affirmative Action efforts and will be kept confidential. You are not required to provide this information. Your application for employment will be considered in the same manner whether or not you fill out this form.

Print Position(s) Applied For: _____
(For example: Program Assistant I, II, or III, or Counselor I, II, or III)

Date: _____

Gender: Female Male

Ethnic Data (please check one):

- Hispanic or Latino** - A person of Mexican, Puerto Rican, Cuban, Central or South 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, North Africa, or the Middle East.
- Black or African American** (not Hispanic or Latino) - A person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islanders** (not Hispanic or Latino) - A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- 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.
- American Indian or Alaskan Native** (not Hispanic or Latino) - A person having origins in any of the original peoples of North American and South America (including Central America) and who maintain cultural identification through tribal affiliation or community attachment.
- Two or More Races** (not Hispanic or Latino) - All persons who identify with more than one of the above five races.

For office use only: Applicant Y ___ N ___

*Submits an application, resume, or other expression of interest in employment for a specific open position

*Has been considered for a specific job opening

*Possesses all of the basic job qualifications for the open position. Basic job qualifications are those skills and abilities, education and experience that are must-haves for the job. If any one is missing, the individual would not succeed in the position, and therefore must NOT be considered for the position.

*Did not self-eliminate from consideration by taking another job elsewhere, stating she/he was no longer interested, or failing to respond to employer communications.