



**Edward M. Armfield, Sr. Civic and Recreation Center, Inc.**

**APPLICATION**

Check the one that applies to you: \_\_\_\_\_ Employment \_\_\_\_\_ Volunteer Application

Position Applying for \_\_\_\_\_ Today's Date \_\_\_\_\_

Date Available \_\_\_\_\_ Hours Available \_\_\_\_\_

Qualified applicants are considered for the position(s) applied for without regard to race, color, religion, sex, national origin, age, citizenship, qualified disability, and ancestry or veteran status. We are committed to a Diverse Workforce.

**Information - Personal**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_

Street Address \_\_\_\_\_ Social Security # \_\_\_\_\_

City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Email Address \_\_\_\_\_ Current Employer \_\_\_\_\_

Have you previously been employed at the Armfield Civic Center? Yes No  
If yes, give date and position \_\_\_\_\_

How did you hear about this position? \_\_\_\_\_

Are you currently employed? Yes No Where? \_\_\_\_\_

May we contact your present employer for a reference? Yes No

Have you ever been convicted of a crime? \_\_\_\_\_ Misdemeanor \_\_\_\_\_ Felony  
If yes, month/year \_\_\_\_\_ Please explain \_\_\_\_\_

A conviction will not necessarily automatically disqualify you for employment. All circumstances will be considered in evaluating the applicant's suitability for employment or volunteer status.

**SKILLS** Please list your special skills and/or training pertinent to this position:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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**ACTIVITIES** Please list any community, extracurricular or professional activities (i.e. clubs or associations) and any leadership experience or office held.

Under current federal law, you are **not** required to list any organization which may indicate race, sex, religion or national origin.

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**Information - Education**

Name / Location of School    Course of Study    Did you graduate?    If no, # of years

Graduate School \_\_\_\_\_

College/Trade/Tech \_\_\_\_\_

High School/GED \_\_\_\_\_

Training/Other \_\_\_\_\_

**Employment History**

A resume may not be used as a substitute for completion of this page.

Please provide accurate and complete information on your full-time and part-time employment record. Start with your **present or most recent employer**. Military and/or volunteer experience may also be listed in this section.

**Current/Most Recent Employer** \_\_\_\_\_

Employment Dates \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Supervisor \_\_\_\_\_ Starting/Ending Salary \_\_\_\_\_

Job Title/Description \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

**Next Most Recent Employer** \_\_\_\_\_

Employment Dates \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Supervisor \_\_\_\_\_ Starting/Ending Salary \_\_\_\_\_

Job Title/Description \_\_\_\_\_

Reason for Leaving \_\_\_\_\_



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**Next Most Recent Employer** \_\_\_\_\_

Employment Dates \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Supervisor \_\_\_\_\_ Starting/Ending Salary \_\_\_\_\_

Job Title/Description \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

You may use a separate sheet of paper for any additional work history. Please include the same information as above.

**We may contact the employers listed unless you indicate those you do not want the Armfield Civic Center to contact.**  
If you indicate that you do not want a previous or current employer contacted, please list the reason(s)

### Notice to Applicant

Please read and Initial each box.

- I certify the above statements made in this application are true, correct and complete. I understand and agree that any falsification or omission either on this form or in my response to questions asked during the interview or examination process or on employment forms I may subsequently complete, including "I-9" forms, may result in immediate termination of employment, no matter when the falsification or omission is discovered.
- I understand that this application will not be considered if not filled out completely.
- It is understood that this application does not obligate the Armfield Civic Center in any way and does not indicate any open positions.
- I understand that as an employee/volunteer of the Armfield Civic Center I will be committed to the non-profit's **Member Service Promise** to be friendly, attentive, helpful, and demonstrate responsibility while I am on the job and/or volunteering for the Armfield Civic Center.
- I understand that my signature constitutes my authorization for the Armfield Civic Center to investigate the facts submitted and for those with relevant information, including but without limitations, physicians, hospitals, schools, law enforcement agencies, my prior employers and/or personal references to disclose in good faith any information they may have regarding my qualifications and fitness for employment. I will hold Armfield Civic Center, any former employers, educational institutions, and any persons giving references free of liability for the exchange of this information and any other reasonable and necessary information incident to the employment process.



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Please read and Initial each box.

- I understand that a copy of this form shall serve as my authorization to release information and records to the extent such information is job-related and consistent with the Employer's business needs. I hereby consent to undergo such drug screenings and post-offer medical examinations as the Armfield Civic Center may require (which may include obtaining body tissue or fluid samples and analysis of them).
- I understand that, if hired, my employment is to be "at will" and that either I or my employer may terminate my employment at any time, with or without cause, unless the "at will" arrangement is modified by a written agreement signed by both myself and the President of the Armfield Civic Center.
- The Armfield Civic Center in any way and does not indicate any open positions.
- I understand that as an employee/volunteer of the Armfield Civic Center I will be obligated to provide a Background Check from my county of residence within 10 business days of request/job offer. Requesting a background check does not guarantee employment.

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_



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