



MID-CUMBERLAND
COMMUNITY ACTION AGENCY
Helping people. Changing lives.

Employment Application

Please return completed application and resume, if applicable, to MCCA HR
Email: HR@midcumberland.org or Mail: PO Box 310, Lebanon, TN 37087

APPLICANT INFORMATION										
Last Name			First			M.I.		Date		
Street Address						Apartment/Unit #				
City				State		ZIP				
Phone				E-mail Address						
Date Available						Desired Salary				
Position(s) Applied for										
If no, are you authorized to work in the U.S.?			YES <input type="checkbox"/>		NO <input type="checkbox"/>		Do you have access to reliable transportation?		YES <input type="checkbox"/> NO <input type="checkbox"/>	
Have you ever worked for this company?			YES <input type="checkbox"/>		NO <input type="checkbox"/>		If so, when?			
Are you related to or friends with a current employee?			YES <input type="checkbox"/>		NO <input type="checkbox"/>		If yes, explain			
EDUCATION										
High School			Address							
			Did you graduate?		YES <input type="checkbox"/>		NO <input type="checkbox"/>		Degree	
College			Address							
From	To			Did you graduate?		YES <input type="checkbox"/>		NO <input type="checkbox"/>		Degree
Other			Address							
From	To			Did you graduate?		YES <input type="checkbox"/>		NO <input type="checkbox"/>		Degree
REFERENCES										
<i>Please provide two professional and one personal</i>										
Full Name			Relationship							
Company			Phone							
Address										
Full Name			Relationship							
Company			Phone							
Address										
Full Name			Relationship							
Company			Phone							
Address										
Do we have your permission to contact the above references? _____ (Initial)										

PREVIOUS EMPLOYMENT				
Company			Phone	
Address			Supervisor	
Job Title		Starting Salary \$		Ending Salary \$
Responsibilities				
From	To	Reason for Leaving		
May we contact your previous employer for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>				
Company			Phone	

Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous employer for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous employer for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

MILITARY SERVICE	
Branch	From To
Rank at Discharge	Type of Discharge
If other than honorable, explain	

ESSENTIAL FUNCTIONS OF THE JOB	
Can you perform the essential functions of the job listed below with or without reasonable accommodation? If reasonable accommodation is required please attach a note explaining.	
Able to lift and carry items up to 50 pounds on a regular basis?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Able to effectively communicate in oral and written form in English on a daily basis?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Able to sit, stand, grasp, stoop, reach, walk, push, pull, and lift for sustained periods of time?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Able to read, calculate, measure, plan, and compile information?	YES <input type="checkbox"/> NO <input type="checkbox"/>

CRIMINAL HISTORY	
Please list all prior felony convictions and currently pending criminal charges	
Please list any prior criminal convictions related to the job or program in which you desire employment	

DISCLAIMER AND SIGNATURE	
I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.	
Signature	Date

Mid-Cumberland Community Action Agency is an equal opportunity employer. We will not discriminate in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression. This employer participates in E-Verify.