



# Anthem Community Council

## Employment Application

PLEASE COMPLETE AND FAX TO HUMAN RESOURCES AT 623-742-6170, EMAIL TO [jobswithanthem@anthemcouncil.com](mailto:jobswithanthem@anthemcouncil.com)  
OR MAIL TO ANTHEM COMMUNITY COUNCIL, ATTN: HR, 3701 W. ANTHEM WAY, STE. #201, ANTHEM, AZ 85086.

Anthem Community Council is an equal opportunity employer and does not discriminate on the basis of race, color, gender, religion, age, marital status, sexual preference, sexual orientation, language, ancestry, medical condition(s), disability, national origin, or any other category protected by law. Those applicants who will require reasonable accommodations in the interview process should contact the Human Resources Department of the Anthem Community Council.

Today's Date: \_\_\_\_\_

Position(s) applied for: \_\_\_\_\_

Minimum pay expected: \$ \_\_\_\_\_

Have you ever worked for the Anthem Community Council in the past?  Yes  No  
If so, what dates?  
\_\_\_\_\_

Are you seeking employment under the Veterans Readjustment Assistance Act?  Yes  No

Have you ever had a name change?  Yes  No

Have you ever worked under a different name that would affect employment / reference verification?  
If yes, give names and dates used:  
\_\_\_\_\_  
\_\_\_\_\_

Are you 15 years of age or older  Yes  No

Are you 16 years of age or older  Yes  No

Are you 18 years of age or older  Yes  No

Are you 21 years of age or older  Yes  No

Have you ever been convicted of any felony or misdemeanor?  Yes  No

*Disclosure of a criminal record does not automatically disqualify you from employment consideration. If yes, you must attach a summary of details including the nature of conviction, date and details of what occurred and any mitigating circumstances.*

If you are not a U.S. citizen, do you have the legal right to remain and work in the U.S.?  Yes  No

Are you currently on layoff and subject to recall?  Yes (Date of layoff \_\_\_\_\_)  No

### IMPORTANT NOTICE:

Failure to complete all information  
may result in immediate rejection of your application

### PERSONAL / CONTACT INFORMATION Please Print Clearly

\_\_\_\_\_  
Last Name                      First Name                      Middle(full middle name)

\_\_\_\_\_  
Present Home Street Address (No P.O. Boxes)

\_\_\_\_\_  
City                                      State/Zip                                      How Long?

\_\_\_\_\_  
Home Number                                      Best Time to Call A.M./P.M.

\_\_\_\_\_  
Cell Number                                      Best Time to Call A.M./P.M.

\_\_\_\_\_  
Email Address

### SCHEDULING AVAILABILITY

I am interested in:

- Full Time  
 Part Time  
 Full Time, but will accept Part Time

I am available

- Immediately  
 Starting on: \_\_\_\_\_

Days Available: <u>ONLY check days you are available</u>	Any Time	Earliest Time Available	Latest Time Available
<input type="checkbox"/> Monday			
<input type="checkbox"/> Tuesday			
<input type="checkbox"/> Wednesday			
<input type="checkbox"/> Thursday			
<input type="checkbox"/> Friday			
<input type="checkbox"/> Saturday			
<input type="checkbox"/> Sunday			

**Previous Employment...**

Resumes will be accepted; however, the remainder of the application must be completed and signed.

**Print Clearly**  
**Start with your most current employment****Complete all information regarding your last four employers**  
**Explain all gaps in employment history**

<b>Company Name</b>			Phone #	
Address			Type of Business	
Job Title	Dates of Employment From:                      To:	Ending Rate of Pay	F/T or P/T	Average Hours Per Week
Describe your duties, and include likes and dislikes:				
Reason for leaving:				

<b>Company Name</b>			Phone #	
Address			Type of Business	
Job Title	Dates of Employment From:                      To:	Ending Rate of Pay	F/T or P/T	Average Hours Per Week
Describe your duties, and include likes and dislikes:				
Reason for leaving:				

<b>Company Name</b>			Phone #	
Address			Type of Business	
Job Title	Dates of Employment From:                      To:	Ending Rate of Pay	F/T or P/T	Average Hours Per Week
Describe your duties, and include likes and dislikes:				
Reason for leaving:				

<b>Company Name</b>			Phone #	
Address			Type of Business	
Job Title	Dates of Employment From:                      To:	Ending Rate of Pay	F/T or P/T	Average Hours Per Week
Describe your duties, and include likes and dislikes:				
Reason for leaving:				

**Education...**

Please Complete All Sections	Elementary School	High School	Undergraduate College / University	Graduate/Professional
School Name & Location				
Years Completed	4 5 6 7 8	9 10 11 12	1 2 3 4	1 2 3 4
Diploma / Degree / Certification				

Describe any specialized training, apprenticeship, skills, and extra-curricular activities

Describe any honors you have received

List professional, trade, business or civic activities and offices held

**Foreign Language...Indicate any foreign languages you can speak, read and/or write.**

	Fluent	Good	Fair
Speak:			
Read:			
Write:			

**Military Service Record...Complete only if you have served in the Armed Forces**

Branch of Service:	Job Duty:
Date of Entry:	Date of Separation:
Rank at Separation:	
Reason for Discharge:	

**Special Skills...Please check all that apply**

<input type="checkbox"/> Accounts Payable	<input type="checkbox"/> Accounts Receivable	<input type="checkbox"/> General Accounting
<input type="checkbox"/> Collections	<input type="checkbox"/> Microsoft Word	<input type="checkbox"/> Excel
<input type="checkbox"/> PowerPoint	<input type="checkbox"/> Typing _____ WPM	<input type="checkbox"/> 10 Key by Touch
<input type="checkbox"/> Office Phone Equipment	<input type="checkbox"/> Payroll	<input type="checkbox"/> Project Management
<input type="checkbox"/> Graphic Design	<input type="checkbox"/> Creative Writing	<input type="checkbox"/> Business Writing
<input type="checkbox"/> Customer Service	<input type="checkbox"/> Certified in First Aid	<input type="checkbox"/> Property Management
<input type="checkbox"/> Construction	<input type="checkbox"/> Sports /Aquatics	<input type="checkbox"/> Teaching/Children's Programs
<input type="checkbox"/> Electrical	<input type="checkbox"/> Plumbing	<input type="checkbox"/> Pool Maintenance

***How Did You Learn of This Job Opening?***

<input type="checkbox"/> Anthem Website	<input type="checkbox"/> Internet Job Posting	<input type="checkbox"/> Job Fair – location _____
<input type="checkbox"/> Employee Referral	<input type="checkbox"/> Walk-In	<input type="checkbox"/> Other?

**Do you have any friends or relatives that currently work for the Anthem Community Council?    \_\_ Yes    \_\_ No**  
**If yes, please fill in the following information:**

Name	Position/Location	Relationship

***REFERENCES...***

Name	Relationship	Phone Number

**APPLICANT’S STATEMENT**

I certify that the answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I hold the Anthem Community Council, its representatives and all references harmless and release all parties, including all agents, employees and representatives of the Anthem Community Council and the referenced individuals named above and their Companies, from any and all liability of any type or nature for any damages that may result from obtaining such relevant information.

This application for employment shall be considered active for a period of time not to exceed 30 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is “at will” in nature. I understand that this means that if hired, my term of employment is not for any definitive period of time, and I further understand that my employment with the Anthem Community Council does not provide any guarantee of continued employment or lifetime security. I understand that any employee of the Anthem Community Council can voluntarily terminate their employment at any time for any reason. I understand that the Anthem Community Council can also terminate the employment relationship at any time with or without cause, for any reason, as long as that reason does not violate Federal or State laws. I understand that if offered a position at the Anthem Community Council, I will have to supply information to validate my ability to legally reside in the United States, my legal ability to apply for gainful employment within the United States and any and all requirements that this State and the United States Government may require within an employment environment.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I also understand that I am required to abide by all rules and regulations established by this employer.

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