## Logo, icon Description automatically generated Employment Application

# Ashbury Senior Computer Community Center

110111 Ashbury Avenue, Cleveland, Ohio 44106

216-421-2305 Fax 216-229-4151 www.asc3.org

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| Applicant Information | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Full Name: | | |  | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | |  | | | | Date: | | | |  | | | | |
| Last | | | | | | | | | | | | | | | | | | | First | | | | | | | | | | | | | | | | | M.I. | | | | | | | | | | | | | | | | |
| Address: | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | |
| Street Address | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Apartment/Unit # | | | | | | | | | | | | | | | | |
|  | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | |  | |
| City | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | State | | | | | | | ZIP Code | |
| Phone: | (     ) | | | | | | | | | | | | | | | | | | | | | E-mail Address: | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | |
| Date Available: | | | | |  | | | | | | | | |  | | | | | | | |  | | | | | | | | | | | | | Desired Salary: | | | | | | | $ | | | | | | | | | | |
| Position Applied for: | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Are you a citizen of the United States? | | | | | | | | | | | | YES | | | | | | | | | NO | | If no, are you authorized to work in the U.S.? | | | | | | | | | | | | | | | | | | | | | | | | | YES | | | | NO |
| Have you ever worked for this company? | | | | | | | | | | | | YES | | | | | | | | | NO | | If yes, when? | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | |
| Have you ever been convicted of a felony? | | | | | | | | | | | | YES | | | | | | | | | NO | | If yes, explain: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Education | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| High School: | | | |  | | | | | | | | | | | | | | | | Address: | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| From: |  | | | | | | To: | | | |  | | | | | | Did you graduate? | | | | | | | | | YES | | NO | | | | | | Degree: | | | | |  | | | | | | | | | | | | | |
| College: |  | | | | | | | | | | | | | | | | | | | Address: | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| From: |  | | | | | | To: | | | |  | | | | | | Did you graduate? | | | | | | | | | YES | | NO | | | | | | Degree: | | | | |  | | | | | | | | | | | | | |
| Other: |  | | | | | | | | | | | | | | | | | | | Address: | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| From: |  | | | | | | To: | | | |  | | | | | | Did you graduate? | | | | | | | | | YES | | NO | | | | | | Degree: | | | | |  | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| References | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Please list three professional references. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Full Name: | | |  | | | | | | | | | | | | | | | | | | | | | Relationship: | | | | | |  | | | | | | | | | | | | | | | | | | | | | | |
| Company: | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Phone: | | | | (     ) | | | | | | | | | | | | | | |
| Address: | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Full Name: | | |  | | | | | | | | | | | | | | | | | | | | | Relationship: | | | | | |  | | | | | | | | | | | | | | | | | | | | | | |
| Company: | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Phone: | | | | | | (     ) | | | | | | | | | | | | | |
| Address: | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Full Name: | | |  | | | | | | | | | | | | | | | | | | | | | Relationship: | | | | | |  | | | | | | | | | | | | | | | | | | | | | | |
| Company: | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Phone: | | | | (     ) | | | | | | | | | | | | | | |
| Address: | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Previous Employment | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Company: | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | Phone: | | | | | | | | | | (     ) | | | | | | | | | | | | | |
| Address: | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | Supervisor: | | | | | | | | |  | | | | | | | | | | | | | | |
| Job Title: | | |  | | | | | | | | | | | | | | | Starting Salary: | | | | | | | | | $ | | | | | | | | | | Ending Salary: | | | | | | | | | | $ | | | |
| Responsibilities: | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| From: |  | | | | | | | | | To: | | |  | | Reason for Leaving: | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | |
| May we contact your previous supervisor for a reference? | | | | | | | | | | | | | | | | | | | | | | | YES | | | | | NO | | | | | | |  | | | | | | | | | | | | | | | | | |
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| Company: | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | Phone: | | | | | | | | | | (     ) | | | | | | | | | | | | | |
| Address: | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | Supervisor: | | | | | | | | |  | | | | | | | | | | | | | | |
| Job Title: | | |  | | | | | | | | | | | | | | | Starting Salary: | | | | | | | | | $ | | | | | | | | | | Ending Salary: | | | | | | | | | | $ | | | |
| Responsibilities: | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| From: |  | | | | | | | | | To: | | |  | | Reason for Leaving: | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | |
| May we contact your previous supervisor for a reference? | | | | | | | | | | | | | | | | | | | | | | | YES | | | | | NO | | | | | | |  | | | | | | | | | | | | | | | | | |
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| Company: | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | Phone: | | | | | | | | | | (     ) | | | | | | | | | | | | | |
| Address: | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | Supervisor: | | | | | | | | |  | | | | | | | | | | | | | | |
| Job Title: | | |  | | | | | | | | | | | | | | | Starting Salary: | | | | | | | | | $ | | | | | | | | | | Ending Salary: | | | | | | | | | | $ | | | |
| Responsibilities: | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| From: |  | | | | | | | | | To: | | |  | | Reason for Leaving: | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | |
| May we contact your previous supervisor for a reference? | | | | | | | | | | | | | | | | | | | | | | | YES | | | | | NO | | | | | | |  | | | | | | | | | | | | | | | | | |
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| Military Service | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Branch: | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | From: | | | | |  | | | | | | To: | | | |  | | | |
| Rank at Discharge: | | | | | | | | |  | | | | | | | | | | | | | | | | Type of Discharge: | | | | | | | | | | |  | | | | | | | | | | | | | | | | |
| If other than honorable, explain: | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Disclaimer and Signature | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| I hereby certify that all answers and statements made on this application are complete and true to the best of my knowledge. I understand that any misleading, incorrect and/or omission of information may cause this application to be rejected and/or may be conserved cause for dismissal after employment. I understand that an offer of employment is conditional upon completion of all employment requirements and procedures, including interview(s), reference checks, and background check.  I authorize representatives of the Ashbury Senior Computer Community Center (ASC3) to investigate and verify any information contained in this application, including but not limited to, my employment history and police record, and hereby release ASC3, and any person or entity contacted by the ASC3 representatives, from any and all liability resulting from this investigation and/or verification.  I understand that my employment is subject to such personnel practices, policies and procedures, and changes therein, as ASC3 may from time to time adopt and/or apply to my employment. If employed, I agree to abide by all of ASC3’s policies and procedures, or changes therein. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
| Signature: | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Date: | | |  | | | | | | | | | | | |

### Military Service

Logo, icon

Description automatically generated**Employment Application Questions**

1. **As a digital navigator what are the three most important attributes or skills that you believe you would bring to our company if we hired you.**

1. **The Digital Equity & Inclusion (DE&I) field is now being touted as a Public Health Crisis. Why is this an important designation? How could you as a Digital Navigator impact this emergent DE&I issue?**

1. **What else would you like to include to be used for consideration in being hired for this position?**