

Community Assessment & Treatment Services

8411 Broadway Avenue • Cleveland, Ohio 44105 • 216-441-0200

Unsigned, incomplete, and/or illegible applications will not be considered. The only acceptable attachment to this application is your resume. Your resume, however, is a supplement to this application and is not acceptable in lieu of the completed application

Community Assessment & Treatment Services (**CATS**) hires only United States citizens and aliens lawfully authorized to work in the United States. All new employees will be required to complete an I-9 form and provide documentation establishing identity and employment eligibility within three (3) days of hire.

APPLICATION FOR EMPLOYMENT

Last Name:	First:	Middle Initial:	Position for which you are applying:	Today's Date:
Address:			Driver's License Number and State of Issue:	Expiration Date:
City:	State:	Zip Code:	Home Phone:	Cell Phone:
Email Address:	Work Phone:	Emergency Contact Name:	Emergency Contact Phone:	
Have you worked for CATS before? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, when? _____	Have you applied at CATS before? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, when? _____	Referral Source: <input type="checkbox"/> Internet - Name of Site: _____ <input type="checkbox"/> Newspaper Ad - Name of Paper: _____ <input type="checkbox"/> Employee - Name: _____ <input type="checkbox"/> Announcement <input type="checkbox"/> Self <input type="checkbox"/> Other: _____		

Educational History (In the event of an employment offer, official transcripts may be required)

High School:	Location:	High School Diploma? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> GED	
College or University:	Location:	Degree / Certificate:	When?
College or University:	Location:	Degree / Certificate:	When?
Other:	Location:	Degree / Certificate:	When?

Employment / Experience History (Please begin with most recent experience. Include volunteer and military experience)

If applicable, do you authorize CATS to contact your current employer? Yes No

From:	To:	Employer:	Your Title:	Ending Salary:
Address:			Name of Supervisor:	Telephone Number:
Duties / Responsibilities:				Reason for Leaving:

From:	To:	Employer:	Your Title:	Ending Salary:
Address:			Name of Supervisor:	Telephone Number:
Duties / Responsibilities:				Reason for Leaving:

Employment / Experience History (continued)

From:	To:	Employer:	Your Title:	Ending Salary:
Address:			Name of Supervisor:	Telephone Number:
Duties / Responsibilities:			Reason for Leaving:	

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Address:			Name of Supervisor:	Telephone Number:
Duties / Responsibilities:			Reason for Leaving:	

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Address:			Name of Supervisor:	Telephone Number:
Duties / Responsibilities:			Reason for Leaving:	

Professional / Work References (Please do not include friends or relatives.)

Name:	Your Relationship With This Person:
Title:	Number of Years Known:
Company:	Telephone Number:
Address:	Comments:

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Address:	Comments:

Background History

A criminal background investigation is conducted on all new employees. Convictions are evaluated for each position and are not necessarily disqualifying. Should CATS discover, at any point, that you have **not** provided an accurate response to the following questions, any employment relationship which you may have with CATS will generally be terminated immediately.

Have you ever been convicted of an offense other than a minor traffic violation? Yes No

Do you currently have a case pending? Yes No

Have you engaged in sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility, or other institution (as defined in 42U.S.C. 1997); been convicted of engaging or attempting to engage in sexual activity in the community facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable to consent or refuse; or have been civilly or administratively adjudicated to have engaged in the activity described in paragraph (a)(2) of this section? Yes No

If you answered **YES** to any of the above questions, please explain _____

Acknowledgement

Please read the following carefully prior to signing your application

I certify that I have answered truthfully and have not knowingly withheld, misrepresented, or omitted any information relative to my application, resume, and / or any other materials submitted. I understand that to do so would result in my being eliminated from further consideration for employment. If accepted for employment, any misrepresentation or omission which becomes known to CATS would result in termination of the employment relationship with CATS.

I authorize CATS to contact any of my prior employers with the exception of : _____ for information regarding my prior employment and any other pertinent information they may have. I hereby release CATS, Inc. and previous employers and supervisors and all others acting at their discretion and / or control from any liability for any and all claims for damages or injury that may or could result from furnishing information to CATS. I understand that CATS's acceptance of this application does not constitute an offer of employment.

I also authorize all current and previous educational institutions, training, schools, certification and / or licensure boards to verify to CATS information provided in my application, resume, or any other materials submitted either at the request of CATS or voluntary submissions. I hereby release CATS and any previous educational institutions, training schools, certification and / or licensure boards or their representatives from any liability for any and all claims of damages or injuries that may or could result from furnishing information to CATS.

I understand that if I am tendered an offer of employment I will be requested to take a drug test at the clinic specified by CATS. **I understand that if I have a dilute negative or positive confirmable test, I will not be considered for employment at CATS and the job offer will be withdrawn.** I also understand that any job offer will be withdrawn from me if I refuse to take the test. I understand that a copy of the test results will be furnished on written request. I further understand that I may request, in writing and within five days of notification, a retest of the original sample at my own expense.

I understand CATS must complete a criminal background check in order to employ me at CATS. I understand that if I am hired by CATS, I will be employed on an introductory status until the background check is complete. I further understand that if the results of my criminal background check do not meet the criteria of CATS, I may be subject to immediate termination of employment.

If employed by CATS, I agree to conform to the instructions, rules, and policies of CATS now and in the future. I understand that if I am hired, my employment and compensation can be terminated at any time with or without cause, and with or without notice at the option of CATS or myself. I further understand that no representative other than the Executive Director/CEO of CATS may enter into any agreement for employment for any specific period of time or to make any agreement contrary to the foregoing.

Printed Name: _____

Signature: _____

Date: _____

CATS maintains an EQUAL EMPLOYMENT OPPORTUNITY / DRUG FREE WORKPLACE: All qualified persons will be considered for employment without regard to race, religion, marital status, sex, age, sexual orientation, national origin, disability, or any other legally protected class applicable under federal, state, or local law, regulation, rule or Executive Order or other applicable legal requirement.

If you are an individual with a disability and would like to request a reasonable accommodation as part of the employment selection process, please contact CATS' HR Department for assistance.