

Application For Employment

Garrett County Community Action Committee, Inc.

Submit to: HR 104 East Center Street Oakland MD, 21550

Or email to: mbender@garrettcac.org
(click Submit button at end)

GCCAC is an Equal Opportunity Employment Employer

The Mission of Garrett County Community Action Committee is to improve the quality of life for people in need by empowering them to become more self-sufficient by providing essential services and opportunities in collaboration and cooperation with partners.

Personal Information

Date of application	____/____/____
Position(s) applied for	_____
Name	_____
	(Last) (First) (Middle)
Street Address	_____
City	_____ State _____ Zip _____
Telephone	_____ Cell Phone _____
Email Address	_____

Educational Background

Type of Schooling	School Name	Years Completed	Degree
High School			
College			
Vocational/Tech School			
Graduate			
Other			

Employment History

Please provide the following information of your past and current employers starting with the most recent. You may attach additional documents if needed. Please explain any gaps in employment in the comment section below.

Employer _____

Phone # _____ Email _____

Address _____

Starting Job Title/Final Job Title _____

Immediate Supervisor and Title _____

Reason for Leaving _____

May we contact for reference? ____ Yes ____ No Date Employed From _____ To _____

Please summarize the work performed and job responsibilities:

Employer _____

Phone # _____ Email _____

Address _____

Starting Job Title/Final Job Title _____

Immediate Supervisor and Title _____

Reason for Leaving _____

May we contact for reference? ____ Yes ____ No Date Employed From _____ To _____

Please summarize the work performed and job responsibilities:

Employer _____

Phone # _____ Email _____

Address _____

Starting Job Title/Final Job Title _____

Immediate Supervisor and Title _____

Reason for Leaving _____

May we contact for reference? ____ Yes ____ No Date Employed From _____ To _____

Please summarize the work performed and job responsibilities:

Military Service

Branch _____ Entry Date _____ Exit Date _____

Specialty Duties _____ Highest Rank _____

Additional information

Please list all relevant professional, trade, business or civic associations and any offices held.

Organization	Offices Held	Dates
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please list relevant accomplishments, certifications and awards, etc.

Please list any volunteer activities and describe what services you provided.

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Related Information

Do you have family or immediate relatives working for Community Action?

___Yes ___No Who? _____

Briefly describe why you're applying for this position and/or any additional information you feel is relevant.

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References (please list three (3) references of people not related to you)

Name	Address	Phone	Company & Position