



## CIS of Benton-Franklin

Send completed packets to [margarets@cisbf.org](mailto:margarets@cisbf.org)

For consideration, application packets must contain:

- A cover letter describing your qualifications to fulfill the essential job functions outlined in the position description.
- This completed application
- A current resume

I would like to be considered for the: **Site Coordinator Position**

### APPLICANT CONTACT INFORMATION

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Email address: \_\_\_\_\_

Telephone: \_\_\_\_\_

### EDUCATION AND TRAINING

Degree/College or University \_\_\_\_\_

Other Education: \_\_\_\_\_

Other Relevant Trainings/Courses

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**EMPLOYMENT HISTORY** (Current or most recent employer first, add pages if necessary)

.....  
Dates of Employment      From (mo. /yr.) \_\_\_\_\_ To (mo. /yr.) \_\_\_\_\_

Employer \_\_\_\_\_

Employer address \_\_\_\_\_

Your Title \_\_\_\_\_ End Salary \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Phone \_\_\_\_\_

Specific Duties \_\_\_\_\_

Reason For Leaving \_\_\_\_\_

Name Known To Employer If Different \_\_\_\_\_

.....  
Dates of Employment      From (mo. /yr.) \_\_\_\_\_ To (mo. /yr.) \_\_\_\_\_

Employer \_\_\_\_\_

Employer address \_\_\_\_\_

Your Title \_\_\_\_\_ End Salary \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Phone \_\_\_\_\_

Specific Duties \_\_\_\_\_

Reason For Leaving \_\_\_\_\_

Name Known To Employer If Different \_\_\_\_\_

.....  
Dates of Employment      From (mo. /yr.) \_\_\_\_\_ To (mo. /yr.) \_\_\_\_\_

Employer \_\_\_\_\_

Employer address \_\_\_\_\_

Your Title \_\_\_\_\_ End Salary \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Phone \_\_\_\_\_

Specific Duties \_\_\_\_\_

Reason For Leaving \_\_\_\_\_

Name Known To Employer If Different \_\_\_\_\_

**PROFESSIONAL REFERENCES**

Below, list 3 professional references who can speak to your work experiences and performance. \*Reference checks will be completed once an employment offer is being considered. Previous or most recent employer will also be called as a reference.

| Name | Occupation | Phone | E-mail Address |
|------|------------|-------|----------------|
|      |            |       |                |
|      |            |       |                |
|      |            |       |                |

Do you know anyone that works for Communities In Schools? \_\_\_\_Yes \_\_\_\_No  
Relationship to that individual: \_\_\_\_\_

**CRIMINAL HISTORY**

Have you ever been convicted of a crime? \_\_\_\_Yes \_\_\_\_No  
If yes, explain.

\_\_\_\_\_

A conviction record does not necessarily disqualify you for employment. Factors such as the age and time of the offense as well as seriousness and nature of the violation will be considered when making any employment decisions.

\_\_\_\_\_

**BILINGUAL?** \_\_\_\_Yes \_\_\_\_No **LANGUAGE?** \_\_\_\_\_

**PLEASE READ AND SIGN THE FOLLOWING**

I hereby guarantee the correctness of the above statements. The making of any false statement herein may be sufficient cause for future dismissal.

I hereby authorize Communities In Schools of Benton-Franklin to inquire as to my record with former employers, references, or public agencies as part of my application for employment. Information in violation of State and Federal fair employment practice laws will not be sought or used by Communities In Schools of Benton-Franklin. Further, I agree to release Communities In Schools of Benton-Franklin from any liability from any and all claims arising from inquiry as to the record of conviction with former employers, references, or public agencies.

*We are an equal opportunity employer. We recruit, employ, train, compensate and promote regardless of age, race, creed, gender, religion, marital status, veteran’s status, national origin, disability, and/or sexual orientation. Our dedication to promoting diversity, multiculturalism, and inclusion is clearly reflected across our agency; it is the foundation of what we do. You will excel in this role if you value educational equity & achievement beyond the classroom for all, regardless of age, race, creed, gender, religion, national origin, disability, and/or sexual orientation. \**

\_\_\_\_\_  
(Signature of applicant)

\_\_\_\_\_  
Date