



# APPLICATION FOR EMPLOYMENT

Emerge Center Against Domestic Abuse has begun an organizational process of transforming philosophy and practice to acknowledge the root causes of violence as being embedded in multiple, intersecting systemic oppressions (sexism, racism, homophobia, transphobia, classism/ poverty, able-ism, and anti-immigrant sentiment).

These conversations directly impact the climate and culture of our organization and are tied to the climate and culture in our community related to violence as a normalized experience. We are seeking team members across the organization who understand that humanizing the experience of all people is a radical act in a non-profit system and who are willing to be a part of transforming our organizational culture to be a more antiracist multicultural institution.

We are seeking job applicants who understand it is our responsibility to ensure that our responses to domestic abuse must include the experiences of those who are most in need and who have the least amount of access to help and support and who can work in an environment that is rapidly changing.

Emerge Center Against Domestic Abuse believes that diversity strengthens us as an organization and therefore, we seek a diverse workforce. Additionally, Emerge is an equal opportunity employer and will consider all qualified applicants for positions equally without regard to race, color, religion/creed, gender, pregnancy, sexual orientation, gender identity or expression, national origin, age, physical or mental disability, genetic information, marital status, familial status, ancestry, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws.

This application, if completed in full, will be given every consideration, but its receipt does not imply that the applicant will be interviewed or employed. Each question should be answered in a complete and no action can be taken on this application unless it is complete.

## ***Application Must Be Completed in Full for Consideration***

Date of Application: \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle

Position applied for: \_\_\_\_\_  
Please be specific

Salary Desired: \_\_\_\_\_

If you'd like to apply for any other positions, please list them here:

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Please be specific

As noted on our website we seek applicants who will help us meet our responsibilities to those we serve. To meet this objective, our interview/hiring process is intentional to find individuals who could be the best fit for positions at Emerge. During the process we may determine an applicant's knowledge, skills and abilities would be a better fit for a position which is different from what was indicated on this application. When this occurs we will have a conversation with applicants about other opportunities identified during the process. Thank you for your interest in employment with us and your understanding of our process.

Type of Employment Desired: Full Time  Part Time

Please specify the schedule you are applying for (listed on the job posting):

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I need to give notice to my current employer Yes  No

How much notice do they request? \_\_\_\_\_

I could be available to start on: \_\_\_\_\_

How did you learn of our agency and/or positions? (Please mark only one option in the table below.)

Recruiting/Jobing.com	
Handshake	
Pima Community College	
Indeed	
Emerge! Website	
Employee Referral	Name of employee:
Other	Please specify:

Have you previously applied for employment at Emerge? Yes  No

If yes, please state the date of your last application: \_\_\_\_\_

Have you previously been employed by Emerge? Yes  No

If yes, please state the dates you were employed: \_\_\_\_\_



**WORK HISTORY**

**Your Resume is Not a Substitute for Completing the Following (except where noted).**

List your most recent employer first. Account for at least 10 years post high school (as applicable) including military service and any periods of unemployment. Our reference check procedure is to contact current/previous employers to verify work history and request performance information. We request you provide contact information for employers noted on the application/ resume. References are generally contacted later in the interviewing process. We understand applicants may not have notified their current employer of their job search. We will request the applicant's permission to contact the current employer if we determine their information would be helpful.

Your Current or Previous Employer		Dates Employed (mm/yy)
	Your Supervisor	From: /
Employer's Phone Number		To: /
Industry/Business Type		
Your Title		
What did you do in this job?  (if your resume specifies this information, please attach it and you may leave this portion blank)		
Reason for Leaving		
Currently Employed?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
May we contact?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Average Hours Worked/Week

Your Previous Employer		Dates Employed (mm/yy)
	Your Supervisor	From: /
Employer's Phone Number		To: /
Industry/Business Type		
Your Title		
What did you do in this job?  (if your resume specifies this information, please attach it and you may leave this portion blank)		
Reason for Leaving		
May we contact?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Average Hours Worked/Week

Your Previous Employer		Dates Employed (mm/yy)
	Your Supervisor	From: /
Employer's Phone Number		To: /
Industry/Business Type		
Your Title		
What did you do in this job?		
(if your resume specifies this information, please attach it and you may leave this portion blank)		
Reason for Leaving		
May we contact?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Average Hours Worked/Week

Your Previous Employer		Dates Employed (mm/yy)
	Your Supervisor	From: /
Employer's Phone Number		To: /
Industry/Business Type		
Your Title		
What did you do in this job?		
(if your resume specifies this information, please attach it and you may leave this portion blank)		
Reason for Leaving		
May we contact?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Average Hours Worked/Week

Which of these jobs did you like best?

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What did you like most about this job?

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## EDUCATION

Do you have a high school diploma or GED? Yes  No

Higher degrees you may have earned:

	Did you graduate? Y/N	Name of School	Program or Area studied Degree Major/Minor (as applicable)
Associate			
Bachelor			
Master			
PhD			

Other Professional Education you may have completed (which is relevant to the position you are applying for):

Name of School	Program or Area Studied	Diploma or Certificate Earned

**VOLUNTEER EXPERIENCE:** Please list any relevant volunteer experience. Please do not list experience which may be protected by City, State or Federal laws/regulations.

Name of Agency/Group	Dates	Types of Tasks/Duties	Name of Volunteer Administrator/Manager	Phone Number

Please list skills/certifications/licenses you have which are pertinent to the position for which you are applying:

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To provide the highest level of services for our clients, Emerge ensures we have employees who are fluent in Spanish. On occasion, we may also have clients who need assistance in other languages. Please respond to the question below questions to help us understand what languages in which you're fluent. Spanish language skills will be assessed during the hiring process) **If the position you are applying for does not require you to be bilingual (English / Spanish), your responses to these questions will not disqualify you.**

Are you fluent (read, writing, speak) in a language other than English? Yes  No

If yes, please list the language(s) and describe your level of ability for each.

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**APPLICATION AGREEMENT:**

I certify that information provided in this application is true and correct to the best of my knowledge. I understand that if I am employed, any false, misleading or otherwise incorrect statements made on this application form or during any interviews may be grounds for termination. I hereby authorize Emerge to contact any company or individual it deems appropriate to confirm my employment history, character and qualifications and I give my full and complete consent to their revealing any and all information they wish as a result of this process and follow-up. In addition, I hereby waive my right to bring any cause of action against these individuals for defamation, invasion of privacy or any other reason because of their statements. If employed, I agree to abide by the policies and procedures of Emerge I also understand that my employment is "at-will" and may be terminated by myself or by the agency at any time for any reason or no reason at all, with or without prior notice. I further understand that only the CEO has the authority to make any agreement contrary to "at-will".

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Signature

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Date

**Please make sure to complete page 9 of this document!**

**You may return your completed application by:**

**Email**—[info@emergecenter.org](mailto:info@emergecenter.org)

**Mail or Drop Off**—2545 E. Adams Street, Tucson, AZ 85716

**Fax**—520-795-1559



## PERSONAL INFORMATION

This information will be kept confidential and separate from your completed application.



Date of Application: \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle

Main Contact # \_\_\_\_\_

Alternate Contact \_\_\_\_\_

# E-mail: \_\_\_\_\_

Address: \_\_\_\_\_  
Number/Street City State Zip

Are you 18 years of age or older? Yes  No

Do you have the legal right to be employed in the U.S.? Yes  No

Have you ever been convicted of any crime (excluding minor traffic violations), including driving while under the influence of alcohol or drugs?

Yes  No  If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Most positions at Emerge require driving on agency business, at some point in time, either in an agency vehicle or a personal vehicle (mileage reimbursed). Proof of current insurance will be required upon employment.

Do you have a valid Driver's License? Yes  No

Do you have any restrictions on your license which would prevent you from driving an agency vehicle or on agency business?

Yes  No  If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you have a current fingerprint card? Yes  No

Do you have a current CPR card? Yes  No

Are you aware of any restrictions you may have on a current fingerprint card OR would be implemented when an application is submitted for fingerprint clearance?

Yes  No