APPLICATION FOR EMPLOYMENT
CENTRAL WYOMING COUNSELING CENTER
1430 Wilkins Circle
Casper, WY 82601
(307)237-9583

Thank you for your interest in employment at Central Wyoming Counseling Center. Due to the nature of our business the application process is extensive. This is to ensure that we provide the best, most professional services to our clients. In order to make sure your application is processed as quickly as possible we ask that you complete the application in its entirety and follow the steps listed below.

Items required to be <u>submitted with</u> the application:

[ ] Resume – Ph.D., Masters, and Bachelors applicants only –
(Secretaries, technicians, etc are exempt.)

[ ] Copy of Professional License (If applicable)

[ ] List of all previous addresses (On a separate page)

Items required to complete the application but <u>can be submitted after</u> the application is turned in:

[ ] Official College Transcript(s) – These must be mailed directly to CWCC from the college.

[ ] Three Letters of Professional Reference

Please note that upon hire, all CWCC employees who work directly with clients have to submit to local background checks as well as background checks which include fingerprints that are checked against the Wyoming of Criminal Investigation database as well as the Federal Bureau of Investigation database. Additionally, employee names are checked against the Wyoming Child Abuse/Neglect and Adult Central Registry. A Wyoming Division of Motor Vehicles license check is required as well.

CENTRAL WYOMING COUNSELING CENTER
APPLICATION FOR EMPLOYMENT

Please type or print

Equal opportunity employer. Applicants are considered for employment without regard to sex, marital status, race, color, religion, creed, national origin, age, physical or mental disability.

Your application is a permanent part of your employment record.

_____

Last Name First Name Middle Name Social Security Number

_____

Street Address/P.O. Box City State Zip Email Address

_____ _____

Telephone Number - Cell [ ] Home [ ] Work [ ] 2nd Telephone Number - Cell [ ] Home [ ] Work [ ]

Are you a United States citizen? Yes [ ] No [ ] If no, Alien Registration #_____

U.S. Military Service Yes [ ] No [ ] Branch of Service: _____

Dates of Service: FROM _____ TO: _____

Are you currently active in either of the following?: Reserves [ ] National Guard [ ]

Position applying for: _____

Type of Position: (Check all that you are interested in)

A. Full-time Position [ ] Part-time position [ ] Temporary Position [ ]

B. Days [ ] Evenings [ ] Nights [ ] Weekends [ ]

Please check only one: [ ] I am over 18 years old

[ ] I am over 21 years old

SKILLS

Summarize special skills, qualifications, and equipment used:

Do you have transportation to work? Yes [ ] No [ ]

Driver's License#:_____ State/Type _____ Date of Expiration_____

Note: CWCC employees who drive company vehicles are required to have a valid Wyoming Driver's License

Have you ever been arrested for Driving under the Influence? Yes [ ] No [ ]

If yes, when and where?

Have you ever had your driver's license suspended or revoked? Yes [ ] No [ ]

If yes, when and for what reasons?

EDUCATION

High School Graduate Yes [ ] No [ ] School: _____ Year Graduated:_____

G.E.D. Yes [ ] No [ ] Date:_____

Associate's Degree: Yes [ ] No [ ] School: _____ Year Graduated:_____

Degree Awarded _____ Major _____

Bachelor's Degree: Yes [ ] No [ ] School: _____ Year Graduated:_____

Degree Awarded _____ Major _____

Graduate Degree: Yes [ ] No [ ] School: _____ Year Graduated:_____

Degree Awarded _____ Major _____

Other Training or Degrees:

PROFESSIONAL LICENSURE/CERTIFICATION

List each license/certification by State issued and date of expiration:

EMPLOYMENT HISTORY - List all employment you have held. If more space is required please attach information to application. **DO NOT USE "Refer to resume."**

Employer		Work Performed
Address	Telephone	
Job Title:	Dates of employment: From: To:	
Supervisor:	Salary:	
Reason for leaving May we contact this employer [ ] yes [ ] no		

Employer		Work Performed
Address	Telephone	
Job Title:	Dates of employment: From: To:	
Supervisor:	Salary:	
Reason for leaving May we contact this employer [ ] yes [ ] no		

Employer		Work Performed
Address	Telephone	
Job Title:	Dates of employment: From: To:	
Supervisor:	Salary:	
Reason for leaving May we contact this employer [ ] yes [ ] no		

PERSONAL/PROFESSIONAL REFERENCES

List three professional references. Letters of reference must accompany application:

Name	Address	Telephone Number	Occupation	Length of Acquaintance

OTHER

Additional comments you feel would assist us in evaluating your qualifications.

Note: Conviction of a crime may not necessarily disqualify you from employment depending on the time, nature and circumstances of the crime itself.

Have you ever been charged with a felony crime? Yes[ ] No[ ] If yes please provide details:

Have you ever been convicted of a felony crime? Yes[ ] No[ ] If yes please provide details:

Have you ever been charged with child abuse or neglect? Yes [ ] No [ ] If yes please provide details:

Have you ever been convicted of child abuse or neglect? Yes [ ] No [ ] If yes please provide details:

Have you ever been charged with possession of a controlled substance? Yes[ ] No[ ]
If yes please provide details:

Have you ever been convicted of possession of a controlled substance? Yes[ ] No[ ]
If yes please provide details:

Have you ever had a professional license(s) revoked/suspended, limited or censured? Yes [ ] No [ ]
If yes please provide details:

Have you ever been sued or named as a party in any suit alleging professional negligence, etc.? Yes [ ] No [ ]
If yes, provide details:

Have you ever been employed by Central Wyoming Counseling Center? Yes [ ] No [ ]

If yes, provide dates of employment and position held:

Do you have a relative employed by Central Wyoming Counseling Center? Yes [ ] No [ ]

If yes, name of person and in what capacity?

APPLICANT STATEMENT

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge.

If necessary for employment and for continued employment in a specific position, you may be required to have a TB test examination, drug screen, criminal background check, to provide evidence of citizenship or date of birth, or to sign a conflict of interest agreement and abide by its terms.

_____ _____

Signature of applicant Date

Please return completed application to:
Central Wyoming Counseling Center
1430 Wilkins Circle
Casper, Wyoming 82601