

CASF Application for Contract Employment

It is our policy to comply with all applicable state and federal laws prohibiting discrimination in employment based on race, age, color, sex, religion, national origin, disability, or other protected classifications. Both Parties intend that the Contractor is an independent contractor for all work performed under this agreement. Furthermore, Contractor is not and shall not be considered an agent or employee of the CASF for any purpose.

Position:	Email: _____
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PERSONAL DATA

Name (last, first, middle)			
Street Address and/or Mailing Address	City	State	Zip
Home Telephone Number	Home Telephone Number	Cellular Telephone Number	
Date you can start work	Salary Desired	Do you have a High School Diploma or GED? Yes <input type="checkbox"/> No <input type="checkbox"/>	

POSITION INFORMATION Check all that you are willing to work

Hours: Full Time <input type="checkbox"/>	Part Time <input type="checkbox"/>	Days <input type="checkbox"/>	Evenings <input type="checkbox"/>	Weekends <input type="checkbox"/>	Status: Regular <input type="checkbox"/>	Temporary <input type="checkbox"/>	
Are you a U.S. citizen or authorized to work in the U.S. on an unrestricted basis?						Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you ever been convicted of a felony? (Convictions will not necessarily disqualify an applicant for employment.)						Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, explain:							
Have you been told the essential functions of the job or have you been viewed a copy of the job description listing the essential functions of the job?							
Yes <input type="checkbox"/> No <input type="checkbox"/>							
Can you perform these essential functions of the job with or without reasonable accommodation? Yes <input type="checkbox"/> No <input type="checkbox"/>							

QUALIFICATIONS Please list any education or training you feel relates to the position applied for that would help you perform the work, such as schools, colleges, degrees, vocational or technical programs, and military training.

	School Name	Degree	Address/City/State
School			
School			
Other			

SPECIAL SKILLS List any special skills or experience that you feel would help you in the position that you are applying for (leadership, organizations/teams, etc.)

REFERENCES Please list three professional references not related to you, with full name, address, phone number, and relationship. If you don't have three professional references, then list personal, unrelated references.

Name	Address/City/State	Phone	Relationship

WORK HISTORY Start with your present or most recent employment and work back. Use separate sheet if necessary. (INCLUDE PAID AND UNPAID POSITIONS)

Job Title #1	Start Date (mo/day/yr)	End Date (mo/day/yr)
Company Name	Supervisor's Name	Phone Number
City	State	Zip
Duties:		
Reason for Leaving	Starting Salary	Ending Salary

May we contact your present employer? Yes No N/A

Emergency Contact		
Name:	Relationship	Phone Number
City	State	Zip

Compensation: The Contractor agree to be compensated at \$ _____ per hour. Only hours authorized by the supervisor in advanced shall be allowed. A weekly timesheet shall be turned in to the supervisor for approval. A schedule of events and details will be provided for each workshop or activity. Contractor understands that as a part-time contractor, work is schedule on an as need basis. Other compensation may be agreed upon as necessary for used of skills and equipment. A maximum of up to 40 hours a month with the approval of the Program Director is allocated, any amount over must be approved in advance by the Program Administrator.

Relationship: Both parties agree that said person is an independent contractor for all work performed under this agreement as is not and shall not be considered an agent or employee of the CASF for any purpose. Contractor is responsible for maintaining their own professional liability and vehicle insurance.

Service/Duties: The contractor understands and agrees that physical labor may be required in performing the duties as assigned. The contractor must have some knowledge, skills, and abilities associated with urban conservation and plant production. They will provide support for all contractual activities to ensure compliance with NRCS policy and procedures. Other activities may include building raised beds, tilling, and helping to manage demonstration gardens.

I certify that the facts set forth in this Application for Employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements, omissions or misrepresentations may result in my dismissal. I authorize the Client to make an investigation of any of the facts set forth in this application and release the Client from any liability. The employer may contact any listed references on this application.

I acknowledge and understand that the client is an "at will" employer. Therefore, any employee (regular, temporary, or other type of category employee) may resign at any time, just as the client may terminate the employment relationship with any contractor at any time, with or without cause, with or without notice to the other party.

Sign _____ Date _____

Official Use Only
Action: _____
Sign _____ Date _____

