



Employment Program

-Cover Letter, Resume and Email Correspondences for Submission and Follow-Up

-Skill Assessment Questionnaire

-Upon receipt of the completed forms, You Have Rights Too will forward a personalized resume, cover letter and drafts of appropriate email communications pertaining to the position sought in the form within 24 hours during week days

Complete All Fields

Print the below form, complete all fields and fax to You Have Rights Too.

PERSONAL INFORMATION

1. **Full Legal Name-** _____
Email Address- _____
Telephone - _____

Should we have questions about any entry listed on this form how would you prefer that we contact you? email _____ telephone _____

2. **Name?** _____
Address? _____
(street) (city) (state) (postal code)

3. **Work History for the last 5 years of employment or relevant experience**

(name of concern) (period worked; year and month) (position held)

4. **Special Skills (ie., multi lingual, commercial drivers license, computer program competence, etc.)**

5. **Educational Background**

(high school, college or college) (years attended) (degree or course of study)

6. **Affiliations (volunteering, personal interests or civic involvement)**

POSITION APPLYING FOR

Name of Company or Organization _____

Address _____

Position _____

Brief Description of Position Including Special Requirements- _____
