

# APPLICATION FOR EMPLOYMENT



Prospective employees will receive consideration without discrimination based on race, creed, color, sex, age, national origin, handicap, veteran status or any condition prescribed by state or local law.

PERSONAL

Last Name	First	Middle	Date
Street Address			Home Telephone (   )
City, State, Zip			Business Telephone (   )
Have you ever applied for employment with us? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes: Month and Year _____ Location _____			Social Security #
Position Desired			Pay Expected
Apart from absence for religious observance, are you available for full-time work? <input type="checkbox"/> Yes <input type="checkbox"/> No If not, what hours can you work? _____			Will you work overtime if asked? <input type="checkbox"/> Yes <input type="checkbox"/> No
Are you legally eligible for employment in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No			When will you be available to begin work? _____
Have you been convicted of any crimes in the past ten years, excluding misdemeanors and summary offenses, which have not been annulled, expunged or sealed by a court? <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes" describe in full.			Have you ever been bonded? <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes", with what employers?
Other special training or skills (languages, machine operation, etc.)			

EDUCATION

School	Name and Location of School	Course of Study	No. of Years Completed	Did You Graduate?	Degree or Diploma
Graduate				<input type="checkbox"/> Yes <input type="checkbox"/> No	
College				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Business/Trade/ Technical				<input type="checkbox"/> Yes <input type="checkbox"/> No	
High School				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Elementary				<input type="checkbox"/> Yes <input type="checkbox"/> No	

# EMPLOYMENT

Please give accurate, complete full-time and part-time employment record. Start with your present or most recent employer.

1

Company Name	Home Telephone (    )
Address	Employed - (State month and year) From                      To
Name of Supervisor	Weekly pay Start                      Last
State Job Title and Describe Your Work	Reason for leaving

2

Company Name	Home Telephone (    )
Address	Employed - (State month and year) From                      To
Name of Supervisor	Weekly pay Start                      Last
State Job Title and Describe Your Work	Reason for leaving

3

Company Name	Home Telephone (    )
Address	Employed - (State month and year) From                      To
Name of Supervisor	Weekly pay Start                      Last
State Job Title and Describe Your Work	Reason for leaving

4

Company Name	Home Telephone (    )
Address	Employed - (State month and year) From                      To
Name of Supervisor	Weekly pay Start                      Last
State Job Title and Describe Your Work	Reason for leaving

We may contact the employers listed above unless you indicate those you do not want us to contact.

**DO NOT CONTACT**

Employer Number(s) \_\_\_\_\_ Reason \_\_\_\_\_

# ADDITIONAL INFORMATION

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How Were You Referred to The Family Center:

Advertisement (please name publication): \_\_\_\_\_

Employee Referral (please name employee): \_\_\_\_\_

Other (please specify): \_\_\_\_\_

Have you ever been employed by The Family Center?

Yes  No If "yes" state date of employment \_\_\_\_\_

Are you Acquainted With or Related To Any Of Our Employees?

Yes  No If "yes" state name(s) \_\_\_\_\_

Available to Work:

Full  Part Time  Temporary  Summer

Would You Be Willing To Work Evenings and/or Saturdays and Sundays?

Yes  No If "no" please explain: \_\_\_\_\_

Are you on a layoff and subject to recall?

Yes  No

What Professional Job Related Licenses or Memberships Do You Hold?

Describe a Previous Experience That Will Identify Qualifications You Possess That Would Be Beneficial In Filling The Position For Which You Are Applying.

## MILITARY SERVICE

Did you serve in the U.S. Armed Forces?

Yes  No If "Yes," in what Branch?

Describe any training received relevant to the position for which you are applying.

## REFERENCES

Please list three persons to whom you are not related to and by whom you have not been employed

Name	Address (be specific)	Telephone	Occupation	Years Known

# Applicant's Signature

Please read and understand this statement before signing your application:

The information I have provided in this Application for Employment is true, correct and complete. False, incomplete or misrepresented information of any kind, will be sufficient cause for my application to be rejected or, if discovered after I am employed, cause for immediate termination of my employment.

I authorize the employer to contact and obtain information about me from previous employers, educational institutions and "references" I provided, and any other party necessary to verify the accuracy of information I disclosed in this application, a related employment resume or a personal interview. To assist in the processing of my Application, I waive all rights and claims I may otherwise have against the employer or its representatives, for seeking, and using information to evaluate my employment request and all other persons, corporations or organizations who provide information for this purpose.

This application will expire in 30 days. After that date, unless otherwise notified, I understand that my status as an application will end. I may reapply for employment in the future by completing a new application.

This application is not an employment agreement. If I accept an offer of employment I understand I may resign at any time, and the employer may terminate my employment at any time, with or without cause and without prior notice, unless required by law. I understand that no one, other than an executive officer of the employer, has authority to enter into any employment agreement with terms contrary to the foregoing and then only in writing signed by such officer.

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I fully understand and accept all terms and conditions in the above statement.

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Date

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Signature