

FAMILY HOUSING RESOURCES

Date _____

Application for Employment

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

Employee Information- This form must be filled out completely. Resumes may be submitted but will not replace or substitute this application. Please print using black or blue ink.

Name _____
Last First Middle

Address _____
Street City State Zip

Home Telephone (____) _____
Alternate Telephone (____) _____
Date Available to Work _____

Position Applied for _____

Type of employment desired? Full Time Part Time Temp Seasonal

Referral Source Newspaper Employment Agency Relative
 Walk In Internet Employee

Name of Source _____

Have you submitted an application here before? Yes No If yes, when? _____

Have you ever been employed here before? Yes No If yes, when? _____

Are you legally eligible for employment in this country? Yes No

Are you at least 18 years old? Yes No Will you work overtime if required? Yes No

Will you relocate if job requires? Yes No Will you travel if job requires? Yes No

Have you ever been convicted of a crime? Yes No If yes, when? _____

If yes, please explain _____

CONVICTION WILL NOT NECESSARILY BE A BAR TO EMPLOYMENT. EACH INSTANCE AND EXPLANATION WILL BE CONSIDERED TO THE POSITION FOR WHICH YOU ARE APPLYING.

Driver's License Number _____ State _____ Issued _____ Expires _____

Has your driver's license ever been suspended or revoked for any reason? Yes No

If yes, please explain _____

Previous Employment- Please list your three most recent places of employment.

Employer Name	Address	Telephone	Employed From	Employed To
Job Title	Summary of Duties	Supervisor	Salary Start	Salary End

May we contact this employer for a reference? Yes No

Reason for leaving _____

Employer Name	Address	Telephone	Employed From	Employed To
Job Title	Summary of Duties	Supervisor	Salary Start	Salary End

May we contact this employer for a reference? Yes No

Reason for leaving _____

Employer Name	Address	Telephone	Employed From	Employed To
Job Title	Summary of Duties	Supervisor	Salary Start	Salary End

May we contact this employer for a reference? Yes No

Reason for leaving _____

Please explain any gaps in employment _____

References- Please list three references that are not related to you and are not previous supervisors. If not applicable, list three school or personal references that are not related to you.

Name	Address	Telephone	Years Known	Relationship

Educational Background

School	Address	Major/Minor	Degree	Years

If you expect to complete an educational program in the near future, indicate what type of degree or program and expected completion date.

Additional Information

Skills & Qualifications- Summarize any special training skills, licenses, and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying.

Special Accomplishments & Awards- Exclude information which would reveal sex, race, religion, national origin, color, disability or other protected status.

Other Information- Exclude information which would reveal sex, race, religion, national origin, color, disability or other protected status.

I give the employer the right to contact and obtain information from all references, employers, educational institutions and to otherwise verify the accuracy of the information contained in this application. I hereby release from liability the employer and its representatives for seeking, gathering, and using such information and all other persons, corporation or organizations for furnishing such information.

This application is current for only 60 days. At the conclusion of this time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no representative of the employer, other than an authorized officer, has the authority to make any assurances to the contrary. I further understand that any such assurances must be in writing and signed by an authorized officer. I also understand that if I am hired, I will be required to provide proof of identity and legal work authorization, complete a background check and successfully pass a drug test.

The employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by local, state or federal law. I understand that it is this company's policy not to refuse to hire a qualified individual with a disability because of that person's need for a reasonable accommodation as required by ADA.

I certify that all information provided in this employment application is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my dismissal if discovered at a later date. I represent and warrant that I have read and fully understand the foregoing and seek employment under these conditions.

Signature of Applicant _____

Date _____