



EMPLOYMENT APPLICATION

APPLICANT INFORMATION

Last Name First Name M.I. Date
Street Address Apt./Unit #
City State Zip
Phone Email Address
Date Available Social Security No. Desired Salary

Position applied for:

Are you a citizen of the United States?
Have you ever worked for this company?
Have you been convicted of a misdemeanor(s) or felony within the last seven years?

(Applicant, please note that a conviction of a crime is not an automatic bar to employment – all circumstances will be considered.)

EDUCATION

High School Address College From To Did you graduate?
Other From To Did you graduate?

REFERENCES

Please list three professional references

Full Name Relationship
Company Phone
Address
Full Name Relationship
Company Phone
Address
Full Name Relationship
Company Phone
Address

PREVIOUS EMPLOYMENT

Please list previous three employers, starting with the most recent one first

Company _____ Phone _____
 Address _____ Supervisor _____
 Job Title _____ Starting Salary _____ Ending Salary _____
 Responsibilities _____
 From _____ To _____ Reason for Leaving _____
 May we contact your current supervisor for a reference? Yes No

Company _____ Phone _____
 Address _____ Supervisor _____
 Job Title _____ Starting Salary _____ Ending Salary _____
 Responsibilities _____
 From _____ To _____ Reason for Leaving _____

Company _____ Phone _____
 Address _____ Supervisor _____
 Job Title _____ Starting Salary _____ Ending Salary _____
 Responsibilities _____
 From _____ To _____ Reason for Leaving _____

MILITARY SERVICE

Branch _____ From _____ To _____
 Rank at Discharge _____ Type of Discharge _____
 If other than honorable, explain _____
 Special training received _____

OTHER

How were you referred to the company? _____
 Do you have any relatives working for the company? If so, who? _____

CERTIFICATION OF APPLICANT

(Please read these statements carefully before signing this application)

I understand that employment with Children's Home Society is at-will, meaning that I or the Company may terminate my employment at any time, or for any reason consistent with applicable state or federal law.

I authorize the Company to conduct a thorough background investigation of my work and personal history, and verify all data given on this application and during interviews. I hereby release the Company, and its representatives or agents, from any liability that might result from such an investigation. I authorize all individuals, schools, and firms named to provide any requested information and release them from all liability for providing the requested information.

I understand that the Company requires the successful completion of a drug and/or alcohol test as a condition of employment.

I understand this application will be active for a period of 90 days; after that time, if I wish to be considered for employment, I must submit a new application.

I HEREBY ATTEST that all statements made in this application are true and correct to the best of my knowledge. I understand and agree that any deception, fraud or my providing false or misleading statements of material facts in this application or examination process may cause the forfeiture of all rights to any employment or immediate termination if discovered after starting employment.

Signature

Date

See Attachment Yes No