



APPLICATION FOR EMPLOYMENT

Please fill out this application completely. Preliminary Interview Secondary Interview

PERSONAL INFORMATION

Date: _____ Position Applying For: _____
Name: _____ Social Security Number: _____
Address: _____ City: _____ State: _____ Zip: _____
Home Phone #: _____ Alternate Phone #: _____
Emergency Contact Name: _____ Emergency Phone #: _____
Have you ever worked under another name? _____ If so, what name? _____
Have you been convicted of a felony in the last seven years? _____
If so, please explain _____
Do you have your own means of transportation: Yes No
How did you hear about this job opening? Website Newspaper Word of Mouth Other

EDUCATION

High School: _____ City: _____ State: _____
Years Attended: _____ Did you graduate? _____ Year of Graduation: _____
College/Technical School: _____ City: _____ State: _____
Years Attended: _____ Did you graduate? _____ Year of Graduation: _____
Special Training/Licensure: _____

EXPERIENCE – List most recent job first (please list all phone numbers for employment verification).

Company: _____ City: _____ Phone: _____
Date Employed: _____ through _____ Starting Salary: _____ End Salary: _____
Position Held: _____ Immediate Supervisor: _____
Job Duties: _____
Reason for Leaving: _____

EXPERIENCE – (continued)

Company: _____ City: _____ Phone: _____
Date Employed: _____ through _____ Starting Salary: _____ End Salary: _____
Position Held: _____ Immediate Supervisor: _____
Job Duties: _____
Reason for Leaving: _____

Company: _____ City: _____ Phone: _____
Date Employed: _____ through _____ Starting Salary: _____ End Salary: _____
Position Held: _____ Immediate Supervisor: _____
Job Duties: _____
Reason for Leaving: _____

REFERENCES – Please list three professional references, including phone number – no relatives please

Name: _____ Phone: _____
Address: _____ City/State/Zip: _____
Relationship: _____ Occupation: _____

Name: _____ Phone: _____
Address: _____ City/State/Zip: _____
Relationship: _____ Occupation: _____

Name: _____ Phone: _____
Address: _____ City/State/Zip: _____
Relationship: _____ Occupation: _____

BACKGROUND CHECK AUTHORIZATION

By signing this application for employment, I attest that all the information contained herein is true and complete, and I give *FRIENDS FOR LIFE CORPORATION* permission to conduct a background check. This includes former employers, acquaintances, credit agencies and the criminal justice system.

Signature

Date

RELEASE of INFORMATION for EMPLOYMENT VERIFICATION

I give *FRIENDS FOR LIFE CORPORATION* permission to obtain pertinent information needed to verify dates, positions held, job performance, and any relevant information from previous employers listed on my application for employment. I also give *FRIENDS FOR LIFE CORPORATION* permission to obtain information from the personal references listed on my application.

Print Name

Social Security Number

Signature

Date

ACKNOWLEDGEMENT

I, _____, understand that *FRIENDS FOR LIFE CORPORATION* is a non-profit organization, thereby, the majority of positions held at this agency are grant-funded sometimes by multiple sources. Therefore, a continuance of funding may be necessary to sustain certain positions, as it follows that any discontinuance of funding may result in dismissal. Due to grant compliance codes some positions may require a pre-employment drug-screen.

I also understand that this application will not remain in the *FRIENDS FOR LIFE* files unless I have participated in a secondary interview and/or have been hired, in which case this application will be maintained in the *FRIENDS FOR LIFE* files for a period of one (1) year from the submission date. Unsolicited applications and solicited applications submitted beyond the specified deadline also will not be kept on file.

Signature

Date

FRIENDS FOR LIFE, ALOYSIUS HOME, and the POSITIVE LIVING CENTER is committed to providing services to persons in need and to the employment of persons without regard to race, color, sex, national origin, religion, disability, veteran’s status, sexual orientation, or income level.