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|  | Family House |

# Employment Application

This application is current for 90 days. If you have not heard from us within 90 days and wish to be considered for employment, you must file another application.

Family House is an equal employment/affirmative action employer. It does not discriminate in employment practices because of race, color, religion, age, non-job-related disability, sex, ancestry, or national origin. No question on this application is asked for the purpose of limiting or excluding any applicant’s consideration for employment because of the aforementioned reasons.

## Applicant Information

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Full Name: |  |  |  | Date: |  |
|  | Last | First | M.I. |  |  |

|  |  |  |
| --- | --- | --- |
| Address: |  |  |
|  | Street Address | Apartment/Unit # |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  | City | State | ZIP Code |

|  |  |  |  |
| --- | --- | --- | --- |
| Phone: |  | Email |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Previous address: | |  | | | | | | |
| If any of your employment or education was under a different name, please provide that name: | | |  | | | | | |
| How long have you lived at this address? |  | | |  |  | Desired Salary: | $ |

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| --- | --- |
| Position Applied for: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Are you authorized to work in the U.S.? | YES | NO | Are you 18 years of age or older? | YES | NO |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Are you willing to work shifts? | YES | NO | What type of employment are you seeking? | Full time | Part time | Temporary |

|  |  |  |  |
| --- | --- | --- | --- |
| Are you willing to work overtime? | YES | NO |  |

|  |  |
| --- | --- |
| When are you available for employment?: |  |

## Education

|  |  |  |  |
| --- | --- | --- | --- |
| High School: |  | Location: |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| From: |  | To: |  | Did you graduate? | YES | NO | Diploma:: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| College: |  | Location: |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| From: |  | To: |  | Did you graduate? | YES | NO | Degree: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Other: |  | Location: |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| From: |  | To: |  | Did you graduate? | YES | NO | Degree: |  |

## References

List three references who can attest to your qualifications for the position(s) for which you are applying:.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Full Name: |  | | Relationship: |  |
| Company: |  | | Phone: |  |
| Address: |  | | | |
|  |  | |  |  |
| Full Name: |  | | Relationship: |  |
| Company: |  | | Phone: |  |
| Address: | |  | | |
|  |  | |  |  |
| Full Name: |  | | Relationship: |  |
| Company: |  | | Phone: |  |
| Address: |  | | | |

## Previous Employment

|  |  |  |  |
| --- | --- | --- | --- |
| Company: |  | Phone: |  |
| Address: |  | Supervisor: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Job Title: |  |  | Ending Salary: | $ |

|  |  |
| --- | --- |
| Responsibilities and equipment used: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| From: |  | To: |  | Reason for Leaving: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Additional comments: |  | | | |
|  | |  |  |  |
|  | |  |  |  |
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|  |  |  |  |
| --- | --- | --- | --- |
| Company: |  | Phone: |  |
| Address: |  | Supervisor: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Job Title: |  |  | Ending Salary: | $ |

|  |  |
| --- | --- |
| Responsibilities and equipment used: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| From: |  | To: |  | Reason for Leaving: |  |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Additional comments: | |  | | | | | | | | |
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|  | | | |  | |  | |  | | |
|  | | |  | |  | |  | | |
| Company: |  | | | | | | Phone: | |  |
| Address: |  | | | | | | Supervisor: | |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Job Title: |  |  | Ending Salary: | $ |

|  |  |
| --- | --- |
| Responsibilities and equipment used: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| From: |  | To: |  | Reason for Leaving: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Additional comments: |  | | | |
|  | |  |  |  |

## Additional Data

|  |  |  |
| --- | --- | --- |
| What is your computer competency (experience and use of various software, applications, etc.)? |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Have you had any breaks in your employment? | | YES | NO |
| Please account for any breaks in your employment history: |  | | | |

|  |  |
| --- | --- |
| If you are unemployed, what have you done since your last job? |  |

|  |  |  |
| --- | --- | --- |
| Have you ever been discharged from a job? | YES | NO |

|  |  |
| --- | --- |
| If yes, please explain the reason for the discharge: |  |

|  |  |  |
| --- | --- | --- |
| Have you been convicted of a crime? | YES | NO |

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| --- | --- |
| If yes, please list the date of conviction(s) or other finding(s) of guilt (including the entry of probation before judgment) and the crime or crimes for which you were found guilty. |  |

*This information will be verified. A finding of guilty does not necessarily bar employment. Undergoing criminal clearances and passing a drug-screening is required for employment.*

## Disclaimer and Signature

My signature below indicates my permission for Family House to conduct a routine reference check with my present and/or previous employer(s) and authorizes my present or former employer(s) and references to release information regarding my employment record with their organization and to provide any additional information, whether positive or negative, that may be necessary for my application for employment to Family House. I waive my right to review this information. I release all present and former employer(s), references, and Family House from any and all liability arising from their giving or receiving information about my employment history, my academic credentials, or qualifications and my suitability for employment with Family House.

I also hereby certify that the forgoing statements on this application are true and correct to the best of my knowledge and grant Family House the permission to verify such answers. I understand that any false statements on this application may be considered as sufficient cause for rejection of this application or dismissal if such false statement is discovered subsequent to my employment.

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| --- | --- | --- | --- |
| Signature: |  | Date: |  |