

APPLICATION FOR EMPLOYMENT

Child & Family Resources, Inc.

childfamilyresources.org

Application Must Be Completed in Full

Submit Application to: humanresources@cfraz.org

PERSONAL INFORMATION

Social Security No. _____ Date of Application _____

Name _____
Last First Middle

E-mail Address _____ Cell Phone _____

Present Address _____ Telephone (Day) _____

City _____ State _____ Zip Code _____ Telephone (Evening) _____

For which position are you applying: _____ Salary Requirements: _____

Are you an AmeriCorps, Peace Corps, or other national service alumni? Yes No
 If yes, please indicate the service/s: _____

If hired, check yes or no if are you able to submit verification of legal right to work in the United States Yes No

EDUCATION

Name and Location of High School, Training Program, College and/or University	Major Field of Study	Degree (Type)	Did You Graduate?

PROFESSIONAL REGISTRATION, LICENSURE, ACCREDITATION AND/OR CERTIFICATION

Type	Registration No.	Expiration Date	State

PROFESSIONAL OR BUSINESS ORGANIZATION MEMBERSHIP/S

What languages, other than English, do you speak fluently? Read: _____ Write: _____

- Resume Is Not a Substitute for Completing the Following -

EMPLOYMENT EXPERIENCE - (Most recent employer first. Include a minimum of ten years if applicable. Use additional sheets if necessary)

1.

Name of Company _____

Street _____ City _____ State _____ Zip _____ Phone _____

Dates of Employment: From _____ To _____ Title of Position _____

Present or last salary _____ Immediate Supervisor _____

Name _____ Title _____

Brief Description of Duties & Responsibilities _____

Reason for Leaving _____

2.

Name of Company _____

Street _____ City _____ State _____ Zip _____ Phone _____

Dates of Employment: From _____ To _____ Title of Position _____

Present or last salary _____ Immediate Supervisor _____

Name _____ Title _____

Brief Description of Duties & Responsibilities _____

Reason for Leaving _____

3.

Name of Company _____

Street _____ City _____ State _____ Zip _____ Phone _____

Dates of Employment: From _____ To _____ Title of Position _____

Present or last salary _____ Immediate Supervisor _____

Name _____ Title _____

Brief Description of Duties & Responsibilities _____

Reason for Leaving _____

4.

Name of Company _____

Street _____ City _____ State _____ Zip _____ Phone _____

Dates of Employment: From _____ To _____ Title of Position _____

Present or last salary _____ Immediate Supervisor _____

Name _____ Title _____

Brief Description of Duties & Responsibilities _____

Reason for Leaving _____

Please explain any gaps in your employment history: _____

Are you currently employed? Yes No Date available to start _____ Rate of Pay Expected _____

If currently employed, may we contact this employer? Yes No

PROFESSIONAL REFERENCES:

Name _____	Telephone _____
Street Address _____	City _____ State _____ Zip _____
Name _____	Telephone _____
Street Address _____	City _____ State _____ Zip _____
Name _____	Telephone _____
Street Address _____	City _____ State _____ Zip _____

VOLUNTEER EXPERIENCE:

_____ _____ _____ _____

NARRATIVE: Please tell why you are interested in this position and any other information you would like us to know: (Optional)

Have you ever had a driver's license revoked or been convicted of any crime? Yes No
(This information will not be used to determine whether or not you are hired.)

If yes, describe in full _____

Have you ever worked under any other name? _____ If yes, what name? _____

List relatives working for us:

Name: _____ Location: _____
Name: _____ Location: _____
Name: _____ Location: _____

APPLICANT AGREEMENT:

I certify that answers given are true and complete to the best of my knowledge. I authorize you to make any investigations and inquiries of my personal, employment, and other related matters as may be necessary in arriving at an employment decision. I hereby release employers, schools, or persons from all liability in responding to inquiries in connection with my application. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I will abide by all rules and regulations of Child & Family Resources, Inc.

I understand that any offer of employment is contingent upon drug test and fingerprint clearance. Employment is "at-will" and may be terminated by either employee or the employer at any time for any reason or no reason at all, with or without cause or notice. "At-Will" employment status may not be changed by any statement, verbal or written, by any official of Child & Family Resources, Inc.

Printed Name

Signature of Applicant

Date Signed

In compliance with Federal and State equal employment opportunity laws, qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital status, or the presence of a non job-related medical condition or handicap.