



## EMPLOYMENT APPLICATION

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, ancestry, disability and/or handicap, marital or veteran status, or any other legally protected status.

*Please print your responses. Thank you for your interest in our organization.*

### PERSONAL INFORMATION

Name \_\_\_\_\_  
*First Middle Last*

Email Address \_\_\_\_\_ Phone number \_\_\_\_\_

Address \_\_\_\_\_  
*Number and Street Apt. No. and/or P.O. Box (if applicable)*

City/State/Zip Code \_\_\_\_\_ How did you hear about the job? \_\_\_\_\_

Position for which you are applying \_\_\_\_\_  
Full-time  Part-time  Volunteer  Contractor or Intern  Student

Describe any specialized training, apprenticeships and/or skills that you possess that you believe are relevant to the position for which you are applying: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

If driving is an essential function of any job for which you are considered, are you a licensed driver? Yes \_\_\_ No \_\_\_

Do you have a **valid driver's license** and a clean driving record? Yes \_\_\_ or No \_\_\_\_, please indicate if you have points on driving record and if so how many? \_\_\_\_\_

\*Are you at least 14 years old or older? (Student Only) Yes \_\_\_ No \_\_\_

Are you legally entitled to work in the United States? Yes \_\_\_ No \_\_\_

Describe the computer systems and software with which you have worked. Rate your proficiency in each (1 = limited knowledge; 5 = extremely skilled):

\_\_\_\_\_  
\_\_\_\_\_

Do you have any other experiences, skills, or abilities that you feel especially qualify you for work with our organization?

\_\_\_\_\_

## EMPLOYMENT HISTORY

### INSTRUCTIONS:

Beginning with your present or most recent employer, list **all** employers for whom you have worked for the last 7 years. Please enter all information even when submitting a resume.

1. Employer's Name _____	Employer's Phone _____	
Employer's Location _____ (Complete address not necessary)		
Job Title _____	Pay Rate _____	
Date Hired _____	Date Separated _____	Reason for Leaving _____
Supervisor's Name and Title _____		
Can We Call Your Current Employer? Yes ___ No ___		

2. Employer's Name _____	Employer's Phone _____	
Employer's Location _____ (Complete address not necessary)		
Job Title _____	Pay Rate _____	
Date Hired _____	Date Separated _____	Reason for Leaving _____
Supervisor's Name and Title _____		
Can We Call this Employer? Yes ___ No ___		

3. Employer's Name _____	Employer's Phone _____	
Employer's Location _____ (complete address not necessary)		
Supervisor's Name and Title _____		
Job Title _____	Pay Rate _____	
Date Hired _____	Date Separated _____	Reason for Leaving _____
Can We Call this Employer? Yes ___ No ___		

**EDUCATION:**

Please list educational background:

**High School**/City/State \_\_\_\_\_

Number of years attended \_\_\_\_\_ Did you graduate Yes/No \_\_\_\_\_

**College**/City/State \_\_\_\_\_

Number of years attended \_\_\_\_\_ Did you graduate Yes/No \_\_\_\_\_

**Vocational/Other** /City/State \_\_\_\_\_

Number of years attended \_\_\_\_\_ Did you graduate Yes/No \_\_\_\_\_

Please list any scholastic honors, awards, subjects of special study, research, publications and/or thesis:

\_\_\_\_\_

**\*PLEASE LIST CAREER OR PROFESSIONAL GOALS**

\_\_\_\_\_

\_\_\_\_\_

**ADDITIONAL INFORMATION**

Date you can start \_\_\_\_\_

Availability (*check all that apply*):  Full time  Part time  Temporary  Evenings  Weekends

Are you willing and available to work overtime as necessary? Yes \_\_\_ No \_\_\_

Can you travel if the job requires it? Yes \_\_\_ No \_\_\_

Have you ever been convicted of a misdemeanor involving theft, misrepresentation or moral turpitude, or of any felony?  
Yes \_\_\_ No \_\_\_ (A conviction will not necessarily bar you from employment.)

If yes, for each conviction, provide the date and place of conviction and the type of crime, below.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Within the last 10 years:

Have you ever been disciplined or discharged from any employment (or resigned in lieu of discharge) for poor job performance, theft or a related offense, fighting or assault, insubordination, violation of safety rules, absenteeism or any attendance related reason? Yes \_\_\_ No \_\_\_ If yes, please explain: \_\_\_\_\_

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Have you ever been disciplined or discharged from any employment (or resigned in lieu of discharge) for any reason other than those listed above? Yes \_\_\_ No \_\_\_ if yes, please explain: \_\_\_\_\_

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## PRE-EMPLOYMENT STATEMENT

### PLEASE READ THE FOLLOWING STATEMENT CAREFULLY AND SIGN BELOW.

In consideration of the acceptance of my application by FAMICOS FOUNDATION, I understand, agree and/or certify to the following:

I certify that all information I have provided on this application, and on any other documents submitted with it, is true, accurate, and complete to the best of my knowledge and belief. I understand that falsification, misrepresentation or omission of any information on my application, resume, or any other materials, or which I supply during any interviews, will be justification for withdrawing any offer of employment or, if employed, termination from employment, **regardless of when the falsification, misrepresentation or omission is discovered by FAMICOS FOUNDATION.**

Any offer of employment I may receive from FAMICOS FOUNDATION is contingent upon my successful completion of the company's total pre-employment screening process. This process may include, but not be limited to, the following:

- a. Background screening of past employment, education, criminal history, credit history, etc.
- b. Receipt by the company of references that it considers satisfactory;
- c. Satisfactory completion of any post-offer pre-employment medical examination that FAMICOS FOUNDATION may require:

d. Passing an alcohol and/or drugs screen. I also understand and agree that, if employed, I may be required to submit to a medical examination or an alcohol and/or drug screening at any time at the discretion of FAMICOS FOUNDATION. I hereby consent to having the results of any such post-offer pre-employment or post-employment medical exam or alcohol and/or drug screening disclosed to FAMICOS FOUNDATION.

**I also understand that, if hired, at all times my employment is to be "At Will" and that either I or FAMICOS FOUNDATION may terminate my employment at any time, with or without cause, unless the "At Will" arrangement is modified by a written agreement signed by both me and Executive Director of FAMICOS FOUNDATION. No verbal representations contrary to my "At-Will" status may be relied upon.**

I authorize FAMICOS FOUNDATION to deduct and/or withhold from my final paycheck any amounts due and owing by me for my failures, if any, to return any FAMICOS FOUNDATION property and/or to satisfy any financial obligations to FAMICOS FOUNDATION that I may have, arising or occurring prior to the date of the issuance of my final paycheck.

I understand that my application will remain active for 60 days, and that to be considered for a job with FAMICOS FOUNDATION after that, I must reapply. If I am hired, this application becomes part of my official employment record.

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Applicant's Signature

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Date