

FAMILY CRISIS CENTER, INC.

APPLICATION FOR EMPLOYMENT

It is the policy of the Family Crisis Center, Inc. to provide equal employment opportunities to all persons without regard to race, creed, ancestry, ethnic or national origin, age, religion (belief or non-belief), sex, sexual orientation, marital or parental status, economic status, education, disability, and disabled and/or Vietnam Era veteran status.

Please print each answer fully and accurately. Please fill out completely even if you are providing a resume.

Date: _____

Email: _____

PERSONAL

Name: _____ Social Security No.: _____
Last First Middle

Present Address: _____
Number & Street City State Zip

How long have you lived at present address? _____

Former Address: _____
Number & Street City State Zip

Home Telephone: _____ Business Telephone: _____

Can we contact you at work? Yes No

Are you at least 18 years of age? Yes No If no, state birth date: _____

Are you legally eligible for work in the USA? Yes No

Position(s) applied for: _____

Date you could be available for work: _____

Employment desired: Full-time only Part-time only Full- or Part-time

Days / Hours available to work: No Preference Monday _____

Tuesday _____ Wednesday _____ Thursday _____

Friday _____ Saturday _____ Sunday _____

Rate of pay desired: _____

Do you have reliable transportation? Yes No Do you have a valid driver's license? Yes No

Have you ever been convicted of a crime other than minor traffic violations? Yes No

If yes, please give the conviction date and nature of the offense: _____

A conviction record will not necessarily bar employment. Factors such as age and time of the offense, the seriousness and nature of the violation, and the applicant's rehabilitation will be considered in the hiring process.

Are there any other job related experiences, skills, or qualifications which will be of special benefit in the job for which you are applying? _____

EDUCATION

School	Name, City and State of School	Major course of study	Highest Year Completed				Did you graduate?	Diploma, Degree or Certification
			9	10	11	12		
High School							<input type="checkbox"/> Yes <input type="checkbox"/> No	
College			1	2	3	4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other							<input type="checkbox"/> Yes <input type="checkbox"/> No	

Indicate any foreign languages you can speak, read or write. _____

CREDENTIALS

List all states in which you are licensed / registered / certified as required for the position for which you are applying.

Type of license _____
 State _____ Reg. no. _____ Renewal date _____
 State _____ Reg. no. _____ Renewal date _____

Are there restrictions on your license, registration or certification to practice imposed by a regulatory agency?

Yes No If yes, explain _____

Is there a pending investigation of your license, registration or certification to practice by any regulatory agency?

Yes No If yes, explain _____

Please describe any volunteer experience you have had. _____

EMPLOYMENT HISTORY

List below all present and past employment, beginning with your most recent.

Name and Address of Employer	Dates Employed		Job title	Last Salary	Reason for Leaving	Name of Supervisor
	From	To				
	Describe the work you did:					
Telephone:						
Name and Address of Employer	Dates Employed		Job title	Last Salary	Reason for Leaving	Name of Supervisor
	From	To				
	Describe the work you did:					
Telephone:						
Name and Address of Employer	Dates Employed		Job title	Last Salary	Reason for Leaving	Name of Supervisor
	From	To				
	Describe the work you did:					
Telephone:						
Name and Address of Employer	Dates Employed		Job title	Last Salary	Reason for Leaving	Name of Supervisor
	From	To				
	Describe the work you did:					
Telephone:						

Was your last name different during your employment at any of the above listed employers? Yes No
 If yes, please give last name at the time: _____

REFERENCES

List below the names, addresses and telephone numbers of three personal references other than relatives or former employers.

Name	Address	Telephone Number

APPLICANT'S STATEMENT

In signing and submitting this application for employment, I clearly understand and agree:

1. that the information contained in this application is complete and true in all respects. I understand that if I am employed and the information is found to be false in any respect, I will be subject to dismissal without notice at any time, and it will be grounds for refusal to employ me;
2. that the above-listed references, schools, and current and past employers may release any and all information concerning my previous employment and any information they may have, personal or otherwise pertaining to my work record, my work habits, and my work performance, and I release all parties, including Family Crisis Center, Inc., from all liability for any damage or claim that may result from furnishing the information;
3. that this application for employment shall be considered active for a period of time not to exceed 90 days;
4. that if I am offered employment by Family Crisis Center, Inc., my employment will be for no definite term and that either I or Family Crisis Center, Inc. will have the right to terminate the employment relationship at any time, with or without cause, and with or without notice. I also agree to conform to Family Crisis Center, Inc.'s rules and regulations. I also understand that this status can be altered by a written contract of employment, which is specific as to all material terms and is signed by me and the Executive Director.
5. that Family Crisis Center, Inc. conducts criminal history checks on all staff at time of employment. Staff names will be submitted to the Kansas Bureau of Investigation and Kansas Social and Rehabilitation Services Child Abuse and Neglect.
6. that Family Crisis Center, Inc. may obtain a consumer credit report.

Signature of Applicant

Date