



**EMPLOYMENT APPLICATION**

This application complies with Federal and State non-discrimination laws. No question on this application is asked for the purpose of limiting or excluding any applicant because of protected status under civil rights laws. If, however, you feel that any question does not follow the intent of the law, or if it does not apply, please place a line through it or write N/A. Please do not leave any answers blank.

**PERSONAL INFORMATION**

Name \_\_\_\_\_ Social Security Number \_\_\_\_\_  
 Last First MI  
 Address \_\_\_\_\_  
 Street City State Zip Code  
 Telephone ( ) \_\_\_\_\_

Do you have a legal right to work full time in the United States? Yes \_\_\_\_\_ No \_\_\_\_\_  
 (If hired, you will be required to present proof of employment eligibility in the United States.)

If hired, will you have reliable means of transportation to work? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been convicted of a crime? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please note a conviction does not automatically mean you cannot be employed. What you were convicted of, and how long ago, are important. Please provide all facts so that an informed decision can be made. \_\_\_\_\_

**EDUCATIONAL HISTORY and TRAINING**

Circle total years completed:      Elementary & High School      Vo-Tech/College      Graduate  
 1 2 3 4 5 6 7 8 9 10 11 12      1 2 3 4 5      1 2 3 4 5 6 7 8 +

| Type of School          | Name of School | City and State | Did You Graduate | Degree Received | Principle Subjects Studied |
|-------------------------|----------------|----------------|------------------|-----------------|----------------------------|
| Elementary              |                |                |                  |                 |                            |
| High School             |                |                |                  |                 |                            |
| College or University   |                |                |                  |                 |                            |
| Vocational or Technical |                |                |                  |                 |                            |

List any additional training, skills, activities, and other information you feel will be helpful in evaluating your qualifications. You may include clerical skills, extra curricular activities, professional organizations, and volunteer work, etc. Exclude any information which would indicate membership in any protected class (i.e. race, religion, national origin, disability, etc.)

**EMPLOYMENT PREFERENCE**

Position \_\_\_\_\_ Full-Time \_\_\_\_\_ Part-Time \_\_\_\_\_ Date Available \_\_\_\_\_

Have you ever worked for JFCS (Family Services or JVS)? \_\_\_\_\_ If yes, when? \_\_\_\_\_

Were you referred to JFCS by a current employee? \_\_\_\_\_ If yes, who? \_\_\_\_\_

**EMPLOYMENT HISTORY**

*Please list employment experiences beginning with most recent employer.*

Company Name and Address: \_\_\_\_\_ Employment Dates: From \_\_\_\_\_ To \_\_\_\_\_  
\_\_\_\_\_ mo/year \_\_\_\_\_ mo/year  
\_\_\_\_\_  
Telephone ( ) \_\_\_\_\_

| Position(s) | Start Date | End Date | Salary | Immediate Supervisor |
|-------------|------------|----------|--------|----------------------|
|             |            |          |        |                      |

Brief description of job duties: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_ May we contact? \_\_\_\_\_

Company Name and Address: \_\_\_\_\_ Employment Dates: From \_\_\_\_\_ To \_\_\_\_\_  
\_\_\_\_\_ mo/year \_\_\_\_\_ mo/year  
\_\_\_\_\_  
Telephone ( ) \_\_\_\_\_

| Position(s) | Start Date | End Date | Salary | Immediate Supervisor |
|-------------|------------|----------|--------|----------------------|
|             |            |          |        |                      |

Brief description of job duties: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_ May we contact? \_\_\_\_\_

Company Name and Address: \_\_\_\_\_ Employment Dates: From \_\_\_\_\_ To \_\_\_\_\_  
\_\_\_\_\_ mo/year \_\_\_\_\_ mo/year  
\_\_\_\_\_  
Telephone ( ) \_\_\_\_\_

| Position(s) | Start Date | End Date | Salary | Immediate Supervisor |
|-------------|------------|----------|--------|----------------------|
|             |            |          |        |                      |

Brief description of job duties: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_ May we contact? \_\_\_\_\_

I certify that my answers to the questions contained in this application and any other employment documents are both complete and correct to the best of my knowledge and belief. I understand that any omission, concealment or falsification of any information on this and other employment documents is grounds for termination or denial of employment. I authorize all past employers and the references listed on my application form, as well as any other references listed on an agency "Additional References List", to give any and all information concerning my previous employment and qualifications and any pertinent information they may have. I release all parties from all liability for any damage which may result from furnishing this information. If hired, I understand my employment and compensation is at will and can be terminated with or without cause at any time at the option of the agency or myself. If I am currently a client of JFCS, I understand that I may need to seek services elsewhere if I am hired. I further understand that no representative of Jewish Family and Children's Service other than the current JFCS CEO or board President has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_