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EMPLOYMENT APPLICATION

APPLICANT INFORMATION

Last Name	First	M.I.	Date
Street Address		Apartment/Unit #	
City	State	ZIP	
Phone	Cell Phone		
E-mail Address			
May we call you at your current employment? YES <input type="checkbox"/> NO <input type="checkbox"/>			

GENERAL INFORMATION

Position Applied for:						
Available to work:	Full-time <input type="checkbox"/>	Part-time <input type="checkbox"/>	Temporary <input type="checkbox"/>			
Days and hours available:						
Monday _____	Tuesday _____	Wednesday _____	Thursday _____	Friday _____	Saturday _____	Sunday _____
Do you have a legal right to work in the US? YES <input type="checkbox"/> NO <input type="checkbox"/>						
Are you at least 18 years of age? YES <input type="checkbox"/> NO <input type="checkbox"/>						
Have you ever worked for this company? YES <input type="checkbox"/> NO <input type="checkbox"/> If so, when?						
How did you learn about us? Advertisement <input type="checkbox"/> Friend <input type="checkbox"/> Website <input type="checkbox"/> Relative <input type="checkbox"/> Other <input type="checkbox"/>						

EDUCATION

Name & Address of School	Major	Years Completed	Year Graduated	Degree(s)
High School				
College				
College				
Other (Specify)				

1. Please summarize any skills, training, licenses, and/or certificates that may qualify you as being able to perform job-related functions in the position you are applying for:

2. Why do you want to be considered for employment here?

3. Please list any job-related professional trade, business, civic activities, organizations, and/or associations. (You may choose to omit those that indicate race, color, national origin, ancestry, sex, age, marital status, or disability.)

4. Are you able to perform all the essential functions of the job you are applying for? _____ YES NO

5. Are you a veteran of the US military services? _____ YES NO
If yes, please state branch of service: _____

6. Have you ever been convicted of a crime? _____ YES NO
(A conviction is not an automatic bar to employment. Each case will be considered on its own merits.)

7. Are you currently charged with a crime and awaiting trial? _____ YES NO
If yes on #6 or #7, please explain:

8. Does the position you are applying for involve working with or around children? _____ YES NO
If yes, have you ever been the subject of allegations related to misconduct with children? _____ YES NO
If yes, please explain:

REFERENCES

Please provide the names of at least 3 people you have known for over 2 years who are not related to you:

Full Name	Phone or email	Years Known

Is there anything else you would like to tell us about yourself that would help qualify you for this job?

EMPLOYMENT HISTORY

EMPLOYMENT HISTORY			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

CERTIFICATION AND AUTHORIZATION

Information Release

I certify that the information in this application is true and correct to the best of my knowledge, and I agree to allow Northwest Family Services (NWFS) to verify any of this information, unless I indicate in writing to the contrary. I authorize the references and other persons listed on this application, as well as other persons contracted, to verify this and other information I supply in connection with this application, to provide any and all information concerning my previous employment, and/or to supply any other pertinent details they may have. I also release and discharge to the extent permitted by law NWFS, its employees, any individual or agency obtaining information for NWFS, my personal and professional references, and my former employers, from any and all claims, damages, losses, liabilities, costs, and other expenses from disclosing information in connection with this application. I understand that any misrepresentation, falsification, or substantial omission on this application may result in my failure to receive an offer or, if I am hired, my dismissal from employment.

Applicant

Date

At-Will Statement

I understand that, if I am hired, in the absence of a written employee agreement that states otherwise, I may terminate my employment with NWFS at any time, for any reason. NWFS may do the same. This application does not constitute an agreement or contract for employment for any specified period or definite duration. If I am hired, I agree to conform to the rules and standards of Northwest Family Services.

Applicant

Date

Background Check Statement

I understand that all offers of employment are contingent upon providing satisfactory proof of my identity and legal authority to work in the United States and successful completion of a criminal background check. A background check may include my driving records, court records (civil and criminal), educational and professional credentials, and personal and professional references. This information, which may come from public and private sources, may contain details on my character, experience, work habits, and/or reasons for termination from past employers. I have also disclosed all of this information, including possible criminal activity that will show up on a background check on this form.

Applicant

Date