



Employment Application

Family Service Association considers applicants for all positions without regard to race, color, religion, sex, national origin, age, veteran, status, non-job related disabilities, Pregnancy, childbirth, and medical conditions associated with bearing children, Marital Status, Sexual orientation (also gender identity and gender expression), Ancestry, sources of income, Medical Condition, AIDS/HIV, Status as a victim of domestic violence, stalking, or assault, Status as a veteran or member of the military, or any other legally protected status.

Date: _____

Name: _____

Address: _____ City: _____ Zip: _____

Phone Number : _____ Cell: _____

Position applying for: _____

Available to work: Full Time Part-time Temporary
 Days Evenings

Referral Source: Online Advertisement (Ziprecruiter, Indeed) Relative Other (List source) _____
 Friend Employment Agency

Have you ever filed an application at Family Service Association before? Yes No
Dates: _____

Do you have any friends or relatives currently employed by Family Service Association? If yes, please list their names/positions/department: Yes No

Are you legally eligible for employment in the United States?
 Yes No

Are you at least 18 years of age?
 Yes No

Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation? Yes No
If no, describe functions that cannot be performed _____

As related to the position applied for, what language do you speak, read, and or write? What is your degree of fluency?

What professional organizations or business activities are you involved with, relative to your ability to perform the position applied for?

Have you ever served in any of the U.S. military services? Yes No if yes, where _____

Describe any training received relevant to the position for which you are applying :



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*** Please list present or most recent employer first. If Additional space is needed, continue on a separate sheet of paper.

Employment Experience

Employer: _____ Phone number: _____

Address: _____

Position (s) : _____ Immediate Supervisor/Title: _____

Dates Employed: From: _____ To: _____
Month/Year Month/Year

Reason for Leaving: _____

Description of primary responsibilities:

Employment Experience

Employer: _____ Phone number: _____

Address: _____

Position (s) : _____ Immediate Supervisor/Title: _____

Dates Employed: From: _____ To: _____
Month/Year Month/Year

Reason for Leaving: _____

Description of primary responsibilities:

Employment Experience

Employer: _____ Phone number: _____

Address: _____

Position (s) : _____ Immediate Supervisor/Title: _____

Dates Employed: From: _____ To: _____
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Reason for Leaving: _____

Description of primary responsibilities:

Employment Experience

Employer: _____ Phone number: _____

Address: _____

Position (s) : _____ Immediate Supervisor/Title: _____

Dates Employed: From: _____ To: _____
Month/Year Month/Year

Reason for Leaving: _____

Description of primary responsibilities:



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Education and Training

List all schools attended, including trade, business, or technical institutions, beginning with the most recent:

| <i>School Name and Location</i> | <i>Years completed: Honors Received Diploma/Degree</i> | <i>Major Course of Study</i> |
|---------------------------------|----------------------------------------------------------------|------------------------------|
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Please describe any additional academic achievements or extracurricular activities related to the position applied for:

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Please identify any additional knowledge, skills, qualifications, publications, or awards that will be helpful to us in considering your application for employment:

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References

Please provide the name, title, address, and telephone number of three **business references**, who are **not** related to you. **Do not list relatives.**

| | |
|----|--|
| 1. | |
| 2. | |
| 3. | |



Employment Application

Please read carefully, initial each paragraph and sign below

I here by certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that, I the undersigned applicant have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

Initials

I hereby authorize _____ Family Service Association to thoroughly investigate my references, work record, education and other matters related to my suitability for employment (excluding criminal background information) unless otherwise specified above. I further, authorize the references I have listed to disclose to the company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the Company, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

Initials

I understand that nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and the Company. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or the Company, and that no promises or representations contrary to the foregoing are binding on the company unless made in writing and signed by me and the Company's designated representative.

Initial

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.

Initials

The Company will consider qualified applicants, including those with criminal histories, in a manner consistent with state and local "Fair Chance" laws.

Applicant's Signature

Date