## 

**The FriendShip**

## Employment Application

## Position Applying For:

## Date of Application:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Applicant Information | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Full Name: | |  | | | | | | | | |  | | | | | | | | | | |  | | Date: | | |  | | |
| Last | | | | | | | | | | | First | | | | | | | | | | | M.I. | | | | | | | |
| Address: | |  | | | | | | | | | | | | | | | | | | | |  | | | | | | | |
| Street Address | | | | | | | | | | | | | | | | | | | | | | Apartment/Unit # | | | | | | | |
|  | |  | | | | | | | | | | | | | | | | | | | |  | | | |  | | | |
| City | | | | | | | | | | | | | | | | | | | | | | State | | | | ZIP Code | | | |
| Phone: |  | | | | | | | | | | | | | E-mail Address: | | | |  | | | | | | | | | | | |
| Date Available: | | | |  | | | |  | | | | | |  | | | | | | | Desired Salary: | | | | $ | | | | |
|  | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | |
| Are you a citizen of the United States? | | | | | | | | | | YES | | | NO | | If no, are you authorized to work in the U.S.? | | | | | | | | | | | | | YES | NO |
| Have you ever worked for this company? | | | | | | | | | | YES | | | NO | | If yes, when? | | | |  | | | | | | | | | | |
| Have you ever been convicted of a felony? | | | | | | | | | | YES | | | NO | |  | | | | | | | | | | | | | | |
| If yes, explain: | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Education | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| High School: | | |  | | | | | | | | | Address: | | | |  | | | | | | | | | | | | | |
|  |  | | | |  | |  | | Did you graduate? | | | | | | | YES | NO | | | Degree: | | |  | | | | | | |
| College: | |  | | | | | | | | | | Address: | | | |  | | | | | | | | | | | | | |
|  |  | | | |  | |  | | Did you graduate? | | | | | | | YES | NO | | | Degree: | | |  | | | | | | |
| Other: |  | | | | | | | | | | | Address: | | | |  | | | | | | | | | | | | | |
|  |  | | | |  | |  | | Did you graduate? | | | | | | | YES | NO | | | Degree: | | |  | | | | | | |

How did you hear about this job?

Career Builder Other Internet Site Other

I was referred by: (name)

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| References | | | | | | | | | | | | | | | | | | | | | |
| Please list three **professional** references. | | | | | | | | | | | | | | | | | | | | | |
| Full Name: | | |  | | | | | | | Relationship: | | | |  | | | | | | | |
| Company: | | |  | | | | | | | | | | | | | Phone: | | |  | | |
| Address: | |  | | | | | | | | | | | | | | | | | | | |
|  | | |  | | | | | | |  | | | |  | | | | | | | |
| Full Name: | | |  | | | | | | | Relationship: | | | |  | | | | | | | |
| Company: | | |  | | | | | | | | | | | | Phone: | | | | |  | |
| Address: | |  | | | | | | | | | | | | | | | | | | | |
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| Full Name: | | |  | | | | | | | Relationship: | | | |  | | | | | | | |
| Company: | | |  | | | | | | | | | | | | | Phone: | | |  | | |
| Address: | |  | | | | | | | | | | | | | | | | | | | |
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| Previous Job History – List your last 3 jobs beginning with most recent | | | | | | | | | | | | | | | | | | | | | |
| 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 | | | NO | | | | |  | | | | |
|  | | |  | | | | | | | | | |  | | | | | | |  | |
| 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 | | | NO | | | | |  | | | | |

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| 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 | | | NO | | |  | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | |
| Military Service | | | | | | | | | | | | | | | | | | | | | | | | | |
| Branch: | |  | | | | | | | | | | | | | |  | |  | | | | |  |  | |
| Rank at Discharge: | | | | |  | | | | | | | Type of Discharge: | | | | | |  | | | | | | | |
| If other than honorable, explain: | | | | | | | |  | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | |
| What skills and abilities do you have that qualify you for this position? | | | | | | | | | | | | | | | | | | | | | | | | | |
| Certifications and Trainings | | | | | | | | | | | | | | | | | | | | | | | | | |
| List any certifications or training that qualify you for this position: | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  | | | | | | | | | | | | | | | | | | | | | | | | | |
| Disclaimer and Signature | | | | | | | | | | | | | | | | | | | | | | | | | |
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| I certify that my answers are true and complete to the best of my knowledge.  If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.  I authorize The FriendShip or its representative, to investigate, without liability, all statements contained in this application and supporting materials.  If requested, I agree to submit to a criminal and credit background investigation, and/or screening for illegal substances upon conditional offer of employment. I understand that this document is not an offer of employment, and that an offer of employment, if tendered, does NOT constitute a contract for continued guaranteed employment. I understand that staff employees serve at will, and the employment relationship may be terminated at any time by either party, for any or no reason, other than a reason prohibited by law. If employed, I will be required to furnish proof of eligibility to work in the United States. | | | | | | | | | | | | | | | | | | | | | | | | | |
| Signature: | | |  | | | | | | | | | | | | | | | | | Date: | |  | | | |