



An Equal Opportunity Employer

APPLICATION FOR EMPLOYMENT

NAME (LAST, FIRST, MIDDLE INITIAL)		TODAY'S DATE
ADDRESS (STREET ADDRESS)	MOBILE PHONE	TELEPHONE
CITY, STATE & ZIP		E-MAIL ADDRESS

TYPE OF EMPLOYMENT DESIRED: FULL-TIME PART-TIME TEMPORARY SEASONAL

POSITION DESIRED

DESIRED SALARY \$ _____ DATE AVAILABLE FOR WORK _____

DO YOU HAVE ANY RELATIVES CURRENTLY EMPLOYED BY JFCS.? YES NO

ARE YOU LEGALLY ELIGIBLE FOR EMPLOYMENT IN THE U.S.? YES NO

WILL YOU WORK OVERTIME IF REQUIRED? YES NO IF NO, PLEASE EXPLAIN

REFERRAL SOURCE:: ADVERTISEMENT EMPLOYEE RELATIVE RECRUITER AGENCY OTHER _____

Based on the job description, please indicate if you able to perform the essential functions of the job for which you are applying, with or without a reasonable accommodation: YES NO

EDUCATION INFORMATION

Institution Name and Address	Subjects Studied	Completion Date	Diploma/Degree/Certificate

SKILLS

LIST ALL MACHINES AND EQUIPMENT THAT YOU CAN OPERATE. ALSO LIST SPECIAL SKILLS THAT MIGHT QUALIFY YOU FOR EMPLOYMENT.

COMPUTER SKILLS: WORD EXCEL MS OFFICE POWER POINT ACCESS INTERNET

SUMMARIZE ANY SPECIAL TRAINING, SKILLS THAT MAY QUALIFY YOU AS BEING ABLE TO PERFORM THE JOB-RELATED FUNCTIONS FOR THE POSITION FOR WHICH YOU ARE APPLYING.

Convictions

During the last seven years, have you been convicted of a crime other than minor traffic offense?

CALIFORNIA APPLICANTS ONLY: Applicant may omit any convictions for the possession of marijuana (except for convictions for the possession of marijuana on school grounds or possession of concentrated cannabis) that are more than two (2) years old, and any information concerning a referral to, and participation in, any pre-trial or post-trial diversion program.”

Note: A conviction will not necessarily automatically disqualify you for employment. Rather, such factors as age and date of conviction, seriousness and nature of the crime, and rehabilitation will be considered.

Yes ____

No ____

If yes, please provide details (dates and location for all convictions) on back side of this form.

REFERENCES Give the names of three persons that have worked with you and could attest to your skills.

NAME & TITLE	ADDRESS, PHONE, EMAIL	RELATIONSHIP	YEARS ACQUAINTED
1			
2			
3			

Have you ever been terminated from employment or asked to resign by an employer? _____

If yes, please provide company names and details on back side of this page.

EMPLOYMENT HISTORY

Include your employment history, starting with the most recent.

NOTE: Incomplete information could disqualify you from further consideration.

Current Employer			
From	To	Employer Name	Telephone ()
Job Title		Address	
Immediate supervisor and title		Summarize the nature of work performed and job responsibilities	
Hourly Rate/Salary		Reason for leaving	
Previous Employer			
From	To	Employer	Telephone ()
Job Title		Address	
Immediate supervisor and title		Summarize the nature of work performed and job responsibilities	
Hourly Rate/Salary		Reason for leaving	
Previous Employer			

From	To	Employer Name	Telephone ()
Job Title		Address	
Immediate supervisor and title	Summarize the nature of work performed and job responsibilities		
Hourly Rate/Salary	Reason for leaving		

APPLICANT CERTIFICATION

I certify that all the information that I have provided in order to apply for and secure employment with JFCS. is true, complete and correct.

I expressly authorize, without reservation, JFCS., its representatives, employees or agents to contact and obtain information from all references, employers, public agencies, licensing authorities and educational institutions to verify the accuracy of all information provided by me in this application, resume or job interview.

I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that JFCS does not unlawfully discriminate in employment and no question on this application is used for purpose of limiting or excusing any applicant from consideration for employment on basis prohibited by applicable local, state or federal law.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to reapply and fill out a new application.

If I am hired, I understand that employment with the Agency is based on funding and AT-WILL. I am free to resign at any time, with or without cause and without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period of definite duration. I understand that no supervisor or representative of JFCS is authorized to make an assurance to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by JFCS President.

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (1) cancel further consideration of this application, or (2) immediately discharge me from the employer's service, whenever it is discovered.

I certify that I have read, fully understand and accept all the terms of the foregoing Applicant Statement.

Signature of Applicant _____ Date Signed _____