

Have you been convicted of or pled guilty to a felony or misdemeanor other than a minor traffic-related infraction? (A conviction or plea will not necessarily disqualify you from consideration for employment. The effect of a conviction will be assessed with respect to time, circumstances, seriousness of the offense, and job responsibilities and duties. However, your failure to list a conviction will disqualify you from consideration for employment or will result in termination of employment if subsequently discovered.) Yes No

If yes, state the nature of the conviction or plea, the date, and explain _____

Name of person to notify in case of emergency _____

Address _____ **Emergency Phone No.** _____

Driver's License Number (if driving is an essential function of the job for which you are applying) _____

EDUCATION

Type of School	Name of School	City and State	Number of Years Completed	Graduate?		Course Pursued/ Degrees Granted
				Yes	No	
High School						
College or University						
Business, Trade, Technical, or Correspondence School or College						

List any special job-related skills, software, and qualifications acquired from education, employment, volunteer work or military service. _____

List any special accomplishments including membership in professional, trade, business or civic organizations and any offices held, publications, awards or any additional information you would like us to consider. _____

PERSONAL REFERENCES

List the name, address and telephone number of three business or work-related references who are **not** related to you and are **not** previous employers. If not applicable, list three school or personal references who are **not** related to you.

1. _____ ()
 Name Address Telephone No.
2. _____ ()
 Name Address Telephone No.
3. _____ ()
 Name Address Telephone No.

EMPLOYMENT RECORD

Starting with your present or most recent job, list all your employment experience for at least the last 15 years. You may include job-related military service assignments and volunteer activities that reflect your qualifications for employment. Explain any gaps in employment in the Comments Section below.

Employer	Employment Dates	Kind of Work Performed: Reason for Leaving:
Address	From	
Telephone ()	To	
Job Title	Salary/Hourly Rate	
Immediate Supervisor:	Starting:	
	Final:	
Employer	Employment Dates	Kind of Work Performed: Reason for Leaving:
Address	From	
Telephone ()	To	
Job Title	Salary/Hourly Rate	
Immediate Supervisor:	Starting:	
	Final:	
Employer	Employment Dates	Kind of Work Performed: Reason for Leaving:
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Address	From	
Telephone ()	To	
Job Title	Salary/Hourly Rate	
Immediate Supervisor:	Starting:	
	Final:	

If you need additional space, please continue on a separate sheet of paper

Comments related to Employment History. _____

May we contact the employers listed above? Yes No If no, indicate which one(s) you do NOT wish us to contact and state the reason why you prefer that we do not contact the employer(s). _____

Have you ever been discharged, permitted to resign rather than be discharged, or asked to resign from any position? Yes No If yes, please state the employer, and the reason for the discharge or resignation. _____

APPLICANT'S STATEMENT

(Please indicate that you have read and understand each paragraph of the Applicant's Statement by placing your initials beside each paragraph.)

Initials

_____ I certify that this application was completed by me and that all entries and information in it are TRUE and COMPLETE to the best of my knowledge. I understand that false, misleading or omitted information in my application may result in the rejection of my application, the revocation of an offer of employment, or discharge.

_____ I authorize investigation of all statements contained in this application as may be necessary in arriving at an employment decision. I understand that an investigation may be made and information may be obtained through interviews with personal references and past employers, through a credit check, a criminal history check and/or a driver's record check. This inquiry may include information as to, among other things, my character, general reputation and personal characteristics, as well as information about my work performance and workplace conduct. I consent to this investigation and to the consideration of any statements of references, former employers or others that are given in response to the inquiry. If Human Services, Inc. decides to obtain a consumer credit report, I understand that Human Services, Inc. will provide, at my request, the name and address of the reporting agency so I may obtain from such reporting agency the nature and substance of information contained in such report.

_____ I hereby release all parties, including but not limited to Human Services, Inc., personal references and previous employers, from liability for any injury or damage that may result from their furnishing information concerning me or any action Human Services, Inc. takes on the basis of such information.

_____ I understand that, if I am offered a job, as a condition of beginning my employment, I may be required to undergo a physical examination and drug screen, and I hereby authorize any doctor, hospital, clinic, laboratory and/or other medical facility to furnish any medical information with reference to me as may be necessary in conjunction with that examination and related considerations.

_____ I understand that, according to federal law, all individuals who are hired must, as a condition of employment, produce certain documentation to verify their identity and United States citizen status or, if aliens, their legal authorization to work in the United States. As a consequence, I understand that any offer of employment to me is contingent upon my ability to produce the required documentation within the time period required by law.

_____ I understand that this application is not, and is not intended to be, a contract of employment and that any resulting employment is for no fixed period of time and is terminable at any time and for any reason by me or by Human Services, Inc. I further understand that statements which may be contained in policies, practices, handbooks or other material do not create any guarantee of employment and that Human Services, Inc. has the right to modify, amend or terminate policies, practices, benefits plans or other programs within the limits and requirements imposed by law. I understand that no representative of Human Services, Inc., other than an officer, has the authority to enter into any agreement for any specific period of time or to make any agreement contrary to the foregoing and that any such agreement must be in writing to be binding.

_____ I understand that, upon employment, I will sign an agreement relating to confidential information, if required.

_____ I certify that I am not bound by any employment contract or non-competition agreement that would be breached by any employment that might be offered to me by the Company, nor am I in possession of nor will I at any time reveal to the Company, under any circumstances, any proprietary or confidential information that is the subject of any contract, non-disclosure agreement or prior work relationship involving any other person or entity.

_____ Date: _____
Signature of Applicant

THIS APPLICATION WILL NOT BE CONSIDERED ACTIVE AFTER 60 DAYS

2. I wish to identify myself as an individual with a disability.

"Individual with a disability" means any person who (1) has a physical or mental impairment which substantially limits one or more of such person's major life activities, (2) has a record of such an impairment, or (3) is regarded as having such an impairment.

You are not required to provide the above information. If you do, efforts will be made to keep the information confidential, with the following exceptions:

- Supervisors or managers may be informed if accommodation is necessary or if your work duties are restricted
- First aid and safety personnel may be informed, when and to the extent appropriate, if the condition might require emergency treatment.
- Government representatives may be provided information in compliance with various laws and regulations.

Signed _____