



EMPLOYMENT APPLICATION



An Equal Opportunity Employer

We do not discriminate on the basis of race, color, religion, national origin, sex, age, or disability. It is our intention that all qualified applicants are given equal opportunity and that selection decisions be based on job-related factors.

No action can be taken on this application until all questions have been answered FULLY and ACCURATELY. Please print clearly.

Name _____ Date _____

Address _____
Street City State Zip

Home Phone _____ Cell Phone _____ Email address: _____

If hired, can you furnish proof you are eligible to work in the U.S.? Yes No Are you over 18 years old? Yes No

POSITION APPLIED FOR _____

Wage or salary desired? \$ _____ When can you start? _____

Are you currently employed? Yes No May we contact your present employer? Yes No

Are you now or do you expect to be engaged in any other business or employment if hired by Big Brothers Big Sisters? Yes No

If Yes, describe _____

In order to permit a check of your work and education records, should we be made aware of any change of name, assumed name that you previously used? Yes _____ No _____ If yes, identify name (s) and relevant dates. _____

How did you learn of this opening? _____

Do you have relatives that are currently employed by this agency? _____

Have you worked here before? Yes No If yes, when _____ . Why did you leave? _____

Are you willing to work flexible hours as required? Yes No

Are there any hours, shifts or days you cannot or will not work? _____

Shift preferred _____ Part-Time _____ Full Time _____

Have you ever been convicted of any law violation (except minor traffic violation)? Yes No (Conviction will not necessarily disqualify an applicant for employment.) If yes, describe conditions: _____

	NAME & LOCATION OF SCHOOL	No. of Years completed. Did you graduate?	Course of study/ MAJOR	DIPLOMA/ DEGREE
High School				
College/Univ.				
College/Univ.				
Other Training/Education/Skills:				

EMPLOYMENT APPLICATION

WORK HISTORY

Most Recent Employer	Address	Telephone
Dates of Employment (Month/Year) From: To:	Starting Position	Position on Leaving
Salary Start: End:	Description of Duties	
Name & Title of Supervisor	Reason for Leaving	

Previous Employer	Address	Telephone
Dates of Employment (Month/Year) From: To:	Starting Position	Position on Leaving
Salary Start: End:	Description of Duties	
Name & Title of Supervisor	Reason for Leaving	

Previous Employer	Address	Telephone
Dates of Employment (Month/Year) From: To:	Starting Position	Position on Leaving
Salary Start: End:	Description of Duties	
Name & Title of Supervisor	Reason for Leaving	

REFERENCE LIST

Please provide 1 personal and 2 professional references (not related to you). Must have known references for at least 3 years.

Name	Phone	Relationship

APPLICANT'S CERTIFICATION AND AGREEMENT – PLEASE READ CAREFULLY BEFORE SIGNING

I certify that the facts set forth in this Application for Employment are true and complete to the best of my knowledge. I understand that if I am employed, false statement(s), omissions or misrepresentations may result in my dismissal. I authorize the Company to make an investigation of any of the facts set forth in this application.

I understand that employment at this Company is “at will”, which means that either I or the Company can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute. I understand that acceptance of an offer of employment does not create a contractual obligation upon Big Brothers Big Sisters of Northeast Indiana, Inc., to continue to employ me in the future.

I understand that an offer of employment is contingent upon negative findings from State Police Criminal History Investigation, verification of education/degree(s), a Drug and Alcohol test, and an occupational physical examination.

Date _____ Applicant's Signature _____
 Printed Name: _____

This application for employment will remain active for a limited time.