



FRANCIS LAUER YOUTH SERVICES, INC.

APPLICATION FOR EMPLOYMENT

Applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, or the presence of a non-job-related medical condition or disability.

Date of Application _____

Position(s) Applied For _____

Referral Source: Advertisement Friend Relative
 Walk-in Employment Agency Other _____

NAME _____
Last First Middle

ADDRESS _____
Number Street City State Zip Code

TELEPHONE () _____ SOCIAL SECURITY NUMBER _____

Have you filed an application here before? YES NO

If yes, give date _____

Have you ever been employed here before? YES NO If yes, give date _____

Are you employed now? YES NO

May we contact your present employer? YES NO

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?
 YES NO

(Proof of citizenship or immigration status will be required upon employment.)

On what date would you be available for work? _____

Are you available to work Full Time Part Time Shift Work Temporary

Are you on a layoff and subject to recall? YES NO

Do you have a valid driver's license? YES NO

Do you have a good driving record? YES NO

Have you been convicted of a felony within the last seven years? YES NO
(Conviction will not necessarily disqualify applicant from employment.)

If yes, please explain: _____

Veteran of the U.S. Military Service? YES NO
If yes, branch? _____

List professional, trade, business or civic activities and office held. Please list any volunteer work & describe.
(You may exclude those that indicate race, color, religion, sex, or national origin):

Special Employment Notice to Disabled Veterans, Vietnam Era Veterans, and Individuals with Physical or Mental Handicaps:

Government contractors are subject to 38 USC 2012 of the Vietnam Era Veterans Readjustment Act of 1974 which requires that they take affirmative action to employ and advance in employment qualified disabled veterans and veterans of the Vietnam Era, and Section 503 of the Rehabilitation Act of 1973, as amended, which requires government contractors to take affirmative action to employ and advance in employment qualified handicapped individuals.

If you are a disabled veteran, or have a physical or mental handicap, you are invited to volunteer this information. The purpose is to provide information regarding proper placement and appropriate accommodation to enable you to perform the job to the best of your ability in a proper and safe manner. This information will be treated as confidential. Failure to provide this information will be jeopardize or adversely affect your consideration for employment.

If you wish to be identified, please sign below.

Handicapped Individual Disabled Veteran Vietnam Era Veteran

Signature _____

Employment Experience

Start with your present or last job. Include military service assignments and volunteer activities. Exclude organization names which indicate race, color, religion, sex or national origin.

Employer ()	Telephone ()	Date Employed From	To	Work Performed
Address				
Job Title		Hourly Rate/Salary Starting Final		
Supervisor				
Reason for Leaving				
<hr/>				
Employer ()	Telephone ()	Date Employed From	To	Work Performed
Address				
Job Title		Hourly Rate/Salary Starting Final		
Supervisor				
Reason for Leaving				
<hr/>				
Employer ()	Telephone ()	Date Employed From	To	Work Performed
Address				
Job Title		Hourly Rate/Salary Starting Final		
Supervisor				
Reason for Leaving				
<hr/>				
Employer ()	Telephone ()	Date Employed From	To	Work Performed
Address				
Job Title		Hourly Rate/Salary Starting Final		
Supervisor				
Reason for Leaving				

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

Special Skills and Qualifications: Summarize special skills and qualifications acquired from employment or other experience:

EDUCATION

	High School	College/University	Graduate/ Professional
School Name			
Did You Graduate?			
Completed (circle)	9 10 11 12	1 2 3 4	1 2 3 4
Diploma/Degree Major			
Describe Specialized Training, Skills, & Extra-Curricular Activities			
Honors Received			

State any additional information you feel may be helpful to us in considering your application:

I certify that the answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an “at will” nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this “at will” employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulation of the employer.

Signature of Applicant

Date

(To be sent to reference by Francis Lauer Youth Services)

In completing reference information, please include at least one past employer. Please *do not* use immediate family members for references. Applicant is to fill in top section only.

REFERENCES

Name of Reference: _____

Mailing Address: _____

Telephone Number: Home: _____ Work: _____

“I authorize _____ to divulge all information concerning previous employment and any pertinent information she/he may have, personal or otherwise, and release _____ from liability for any damage that may result from furnishing same.”

Signature of Applicant Date

This section is to be completed by the individual providing the reference.

The above named individual has given your name to Francis Lauer Youth Services as a reference on a job application. Please address each of the four areas below, sign your name, and return in the enclosed envelope. Thank you for your help.

1. How do you know this individual? _____

2. How long have you know him/her? _____

3. Please rate on a scale of 1-5 with 5 being the highest:

	1	2	3	4	5	N/A
Work Ethic						
Responsibility						
Judgement						
Dependability						
Ability to Relate to People						
Communication Skills						
Written Skills						
Meets Deadline						
Personal Integrity						

Comments: _____

4. If you are a former employer, would you consider rehiring this person? YES NO

*****FOR OFFICE USE ONLY*****

How was reference contacted: _____

Date reference was contacted: _____

(To be sent to reference by Francis Lauer Youth Services)

In completing reference information, please include at least one past employer. Please *do not* use immediate family members for references. Applicant is to fill in top section only.

REFERENCES

Name of Reference: _____

Mailing Address: _____

Telephone Number: Home: _____ Work: _____

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Signature of Applicant Date

This section is to be completed by the individual providing the reference.

The above named individual has given your name to Francis Lauer Youth Services as a reference on a job application. Please address each of the four areas below, sign your name, and return in the enclosed envelope. Thank you for your help.

4. How do you know this individual? _____

5. How long have you know him/her? _____

6. Please rate on a scale of 1–5 with 5 being the highest:

	1	2	3	4	5	N/A
Work Ethic						
Responsibility						
Judgement						
Dependability						
Ability to Relate to People						
Communication Skills						
Written Skills						
Meets Deadline						
Personal Integrity						

Comments: _____

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The above named individual has given your name to Francis Lauer Youth Services as a reference on a job application. Please address each of the four areas below, sign your name, and return in the enclosed envelope. Thank you for your help.

7. How do you know this individual? _____

8. How long have you know him/her? _____

9. Please rate on a scale of 1–5 with 5 being the highest:

	1	2	3	4	5	N/A
Work Ethic						
Responsibility						
Judgement						
Dependability						
Ability to Relate to People						
Communication Skills						
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