

EMPLOYMENT APPLICATION

Qualified applicants are considered for employment without regard to race, religion, national origin, sex, age, marital or veteran status, or the presence of a non-job related medical condition or handicap.

NAME _____
(LAST) (FIRST) (MIDDLE)

ADDRESS _____
(STREET) (CITY) (STATE) (ZIP CODE)

TELEPHONE () _____

PERSONAL DATA

Position(s) you are applying for _____

Application date _____ Date available to start work _____

Are you available full time part time summer temporary Explain _____

Please specify days and hours desired _____

Are you legally eligible for employment in the United States? Yes No

If you are not a U.S. citizen, do you have a green card, a work permit, or other legally recognized authorization to work? Yes No

Have you ever been convicted of a crime in this state or any other state? Yes No

Do you have any record of founded child or dependent adult abuse in this state or any other state? Yes No

Failure to answer the above questions truthfully will be immediate grounds for disregarding your application for employment.

Are you currently on lay-off? Yes No If so, are you subject to recall? Yes No

Have you ever before applied to The Larrabee Center, Inc.? Yes No Date _____

Have you ever been employed with The Larrabee Center, Inc.? Yes No Date _____

EMPLOYMENT RECORD

Please list your present or most recent job first. Include military assignments and volunteer activities.

Company Name _____
Address _____
(STREET) (CITY) (STATE) (ZIP CODE)
Telephone () _____ Employment Dates _____
(FROM) (TO)
Starting Position _____ Rate of Pay \$ _____ / _____
Last Position _____ Rate of Pay \$ _____ / _____
Reason for leaving _____ Supervisor _____
Work performed _____

Major strengths and contributions in this position _____

May we contact this employer as a reference? Yes No

Company Name _____
Address _____
(STREET) (CITY) (STATE) (ZIP CODE)
Telephone () _____ Employment Dates _____
(FROM) (TO)
Starting Position _____ Rate of Pay \$ _____ / _____
Last Position _____ Rate of Pay \$ _____ / _____
Reason for leaving _____ Supervisor _____
Work performed _____

Major strengths and contributions in this position _____

May we contact this employer as a reference? Yes No

Company Name _____
Address _____
(STREET) (CITY) (STATE) (ZIP CODE)
Telephone () _____ Employment Dates _____
(FROM) (TO)
Starting Position _____ Rate of Pay \$ _____ / _____
Last Position _____ Rate of Pay \$ _____ / _____
Reason for leaving _____ Supervisor _____
Work performed _____

Major strengths and contributions in this position _____

May we contact this employer as a reference? Yes No

EDUCATION

The following education information will be used for positions where specific education and training is required.

HIGH SCHOOL

School Name _____ Location _____
Years completed _____ Did you receive a diploma? Yes No GED? Yes No

TECHNICAL SCHOOL

School Name _____ Location _____
Course of study _____
Did you receive a certificate? Yes No Type of Certificate received _____

COLLEGE (UNDERGRADUATE)

College Name _____ Location _____
Years completed _____ Did you receive a Degree? Yes No Degree _____
Major _____ Minor _____ GPA _____

COLLEGE (POST GRADUATE)

College Name _____ Location _____
Did you receive a Degree? Yes No Degree _____

MILITARY HISTORY

Branch of Service _____
Rank when you entered service _____ Rank when you left _____
Major Responsibilities _____

Course of study _____

REFERENCES

Please list any references you feel would be able to give information pertinent to this position.

Name _____ Relationship _____

Address _____

Telephone () _____ Years known _____

May we contact this reference? Before After an interview?

Name _____ Relationship _____

Address _____

Telephone () _____ Years known _____

May we contact this reference? Before After an interview?

Name _____ Relationship _____

Address _____

Telephone () _____ Years known _____

May we contact this reference? Before After an interview?

SPECIAL SKILLS AND QUALIFICATIONS

Please write a paragraph summarizing your professional growth thus far and your future ambitions, and give any reasons you feel you are especially suited for this position. List professional memberships, activities, special training, education, or skills which would enhance your ability to perform the job for which you are applying.

PLEASE READ CAREFULLY:

I give my permission to TLC, Inc. to obtain job-related information concerning my prior employment history from previous employers, listed references, the Department of Criminal Investigation, and the Department of Human Services.

I give my permission for previous employers, the Department of Criminal Investigation, the Department of Human Services, and the listed references to provide job-related information concerning my employment at their company and record of criminal conviction, founded child or dependent adult abuse. I release all concerned from any liability in connection therewith.

My signature below indicates that I have read, understood, and agreed to the preceding statement and that I have made true, correct, and complete answers and statements on this application. I understand that my answers and statements will be relied upon by TLC, Inc. in considering my application for employment, and I understand that any omission or false answer or statement made by me on this application, or any supplements to it, will be considered cause for dismissal or the withdrawal of job offer.

Applicant Signature _____ Date _____