

The Resource Connection

Engaging Families - Empowering Communities - Enriching Lives

Management Application for Employment

We are an equal opportunity employer and do not unlawfully discriminate in employment. No question of this application is used for the purpose of limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Equal access to employment, services, and programs is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the organization.

Please print legibly using black or blue ink only

Date: _____ Position applied for: _____

Last Name	First Name	Middle Initial	
Address (residence) Number/Street	City	State	Zip code
Address (mailing) Number/Street /P.O. Box	City	State	Zip code
Home Phone:	Message Phone:		

Have you ever been employed by the Resource Connection? _____ Yes _____ No

If yes, when? _____

If hired, can you present evidence of your U.S. citizenship or proof of your legal right to live and work in this country? _____ Yes _____ No

Are you at least 18 years old? (If under 18, hire is subject to verification that you are of minimum legal age.) _____ Yes _____ No

Do you have any friends or relatives working for the Resource Connection? _____ Yes _____ No

If yes, state name(s) and relationship(s):

Name _____ Relationship _____

Name _____ Relationship _____

Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodations? _____ Yes _____ No

If no, describe the functions that cannot be performed:

(Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions.)

Have you ever been convicted of a criminal offense (felony or misdemeanor)? (Convictions for marijuana-related offenses that are more than two years old need not be listed.) _____ Yes _____ No

If yes, state nature of crime(s), when and where and disposition of the case.

(Note: No applicant will be denied employment solely on the grounds of a conviction of a criminal offense. The nature of the offense, date of the offense, the surrounding circumstances and the relevance of the offense to the position applied for may, however, be considered.)

How were you referred to the Resource Connection? _____

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Education & Training

Level of Education	Name & Address of School	Did you graduate?	Credits Completed	Course of Study
High School/GED	_____ _____ _____	Yes _____ No _____		
Vocational/Jr. College	_____ _____ _____	Yes _____ No _____		
Undergraduate College/University	_____ _____ _____	Yes _____ No _____		
Postgraduate College/ University	_____ _____ _____	Yes _____ No _____		

Other Skills and Qualifications

Summarize any job related training, skills, licenses, certificates and/or qualifications (include First Aid and CPR training):

Employment History

List your work record for the past 10 years, beginning with your most current experience. Include any volunteer and U.S. military service. Describe the work you did as completely as possible. Explain any gaps between employment periods. If more space is needed, use a separate sheet and attach. *If a resume is attached, include any missing information asked for on this form.*

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Dates to	Employer	Title of Position	# Employees supervised
Hours per week	Address City State/Zip	Name of Supervisor	Supervisor's Phone Number
Salary: \$	Duties:		
Reason for leaving:			
			May we contact for reference?
Dates to	Employer	Title of Position	# Employees supervised
Hours per week	Address City State/Zip	Name of Supervisor	Supervisor's Phone Number
Salary: \$	Duties:		
Reason for leaving:			
			May we contact for reference?
Dates to	Employer	Title of Position	# Employees supervised
Hours per week	Address City State/Zip	Name of Supervisor	Supervisor's Phone Number
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Reason for leaving:			
			May we contact for reference?

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References

List below three persons not related to you who have knowledge of your work performance within the last 5 years.

Name	Telephone Number	Occupation	No. of Years Aquatinted
Name	Telephone Number	Occupation	No. of Years Aquatinted
Name	Telephone Number	Occupation	No. of Years Aquatinted

Please read carefully, initial each paragraph and sign below:

___ I hereby authorize the Resource Connection to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the Resource Connection any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the Resource Connection, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

___ I understand that nothing contained in this application, or conveyed during an interview, which may be granted, or during my employment, if hired is intended to create an employment contract between the Resource Connection and me. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or the Resource Connection, and that no promises or representations contrary to the foregoing are binding on the company unless made in writing and signed by me and the Resource Connection's designated representative.

___ Should a search of public records (including records documenting an arrest, indictment, conviction, civil judicial action, tax lien or outstanding judgment) be conducted by internal personnel employed by the Resource Connection, I am entitled to copies of any such public records obtained by the Resource Connection unless I mark the line below. If I am not hired as a result of such information, I am entitled to a copy of any such records even though I have checked the box below.

___ I waive receipt of a copy of any public record described in the paragraph above.

My signature below certifies that I have read and understand and agree to the foregoing and to the best of my knowledge, the information on this form is true and correct. If I have attached a resume in lieu of completing some portions of this application, I represent that my resume is a complete record of my education, training and work history and the information on my resume is true and correct. I understand that should the Resource Connection learn of any misrepresentations or false information provided by me, consideration of my application will terminate immediately, or in the event that I have already been hired, my employment will terminate immediately.

Applicant Signature

Date