



# APPLICATION FOR EMPLOYMENT

Please Print Clearly and Answer All Questions  
*Résumés are not a substitute for a completed application.*

Date \_\_\_\_\_

**We are an equal opportunity employer. Applicants are considered for positions without regard to veteran status, uniformed service member status, race, religion, sex, national origin, age, physical or mental disability, genetic information or any other category protected by applicable federal, state, or local laws.**

THIS AGENCY IS AN AT-WILL EMPLOYER AS ALLOWED BY APPLICABLE STATE LAW. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS APPLICATION, IF HIRED, THE AGENCY OR EMPLOYEE MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE.

Name \_\_\_\_\_ Email Address \_\_\_\_\_

Do you have a current DCF background screening? YES  NO  Social Security \_\_\_\_\_

Other names by which you have been known \_\_\_\_\_

Mobile Phone ( ) \_\_\_\_\_ - \_\_\_\_\_ Alternate Number ( ) \_\_\_\_\_ - \_\_\_\_\_

Present Address \_\_\_\_\_  
Street Apartment Number

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ How long have you lived there \_\_\_\_ / \_\_\_\_  
Years / Months

Other states where you have resided in the last 5 years \_\_\_\_\_

Position applying for \_\_\_\_\_ Desired salary/rate per hour \_\_\_\_\_

If under the age of 18, can you produce the necessary work certificate at the time of employment? YES  NO

Type of employment desired? Full-time  Part-time  (Specify hours) \_\_\_\_\_

Are you willing to work overtime? YES  NO  Date on which you can start work if hired \_\_\_\_\_

Have you previously applied for employment with this agency? YES  NO

If YES, when and where did you apply? \_\_\_\_\_

Have you ever been employed by this agency? YES  NO  If YES, provide dates of employment, location, and reason for separation from employment: \_\_\_\_\_

**INSTRUCTIONS FOR ANSWERING THE NEXT TWO QUESTIONS:** Do not include convictions that were sealed, eradicated, erased, annulled by a court, or expunged, or convictions that resulted in referral to a diversion program.

Have you ever pled "guilty" or "no contest" to or been convicted of any criminal offense other than the applicable exceptions listed above? YES  NO

Have you ever been arrested for any matters for which you currently are out on bail or on your own recognizance pending trial? YES  NO

**CRIMINAL OFFENSES ONLY:** If you answered YES, to either of the above two questions, please provide the date(s) and explain in accordance with the above instructions so that individual circumstances can be considered.

***Criminal convictions or arrests will not automatically disqualify an applicant from a particular job. The agency will consider the***





of alcohol and/or drug tests is a condition of continual employment and I agree to undergo alcohol and drug testing consistent with the agency's policies and applicable federal, state, and local laws.

If employed by the agency, I understand and agree that the agency, to the extent permitted by federal, state, and local laws, may exercise its right, without prior warning or notice, to conduct investigations of property (including, but not limited to, files, lockers, desks, vehicles, and computers) and, in certain circumstances, my personal property.

I understand and agree that as a condition of employment and to the extent permitted by federal, state, and local laws, I may be required to sign a confidentiality, restrictive covenant, and/or conflict of interest statement, as well as an agreement to arbitrate.

I certify that all the information on this application, my résumé, or any supporting documents I may present during any interview is and will be complete and accurate to the best of my knowledge. I understand that falsification, misrepresentation, or omission of any information may result in disqualification from consideration for employment or, if employed, disciplinary action, up to and including immediate dismissal.

**THIS COMPANY IS AN AT-WILL EMPLOYER AS ALLOWED BY APPLICABLE STATE LAW. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS APPLICATION, IF HIRED, THE AGENCY OR EMPLOYEE MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE. NOTHING IN THIS APPLICATION OR IN ANY DOCUMENT OR STATEMENT, WRITTEN OR ORAL, SHALL LIMIT THE RIGHT TO TERMINATE EMPLOYMENT AT-WILL. NO OFFICER, EMPLOYEE OR REPRESENTATIVE OF THE COMPANY IS AUTHORIZED TO ENTER INTO AN AGREEMENT—EXPRESS OR IMPLIED—WITH ME OR ANY APPLICANT FOR EMPLOYMENT FOR A SPECIFIED PERIOD OF TIME UNLESS SUCH AN AGREEMENT IS IN A WRITTEN CONTRACT SIGNED BY THE CHAIR OF THE BOARD OF DIRECTORS.**

IF HIRED, I AGREE TO CONFORM TO THE RULES AND REGULATIONS OF THE AGENCY, AND I UNDERSTAND THAT THE AGENCY HAS COMPLETE DISCRETION TO MODIFY SUCH RULES AND REGULATIONS AT ANY TIME, EXCEPT THAT IT WILL NOT MODIFY ITS POLICY OF EMPLOYMENT AT-WILL.

I authorize the agency or its agents to confirm all statements contained in this application and/or résumé as it relates to the position I am seeking and to the extent permitted by federal, state, or local law. I agree to complete any requisite authorization forms for the background investigation.

I authorize and consent to, without reservation, any party or agency contacted by this employer to furnish the above-mentioned information. I hereby release, discharge, and hold harmless, to the extent permitted by federal, state, and local laws, any party delivering information to the agency or its duly authorized representative pursuant to this authorization from any liability, claims, charges, or causes of action which I may have as a result of the delivery or disclosure of the above requested information. I hereby release from liability the agency and its representative for seeking such information and all other persons, corporations, or organizations furnishing such information.

If hired by this agency, I understand that I will be required to provide genuine documentation establishing my identity and eligibility to be legally employed in the United States by this agency. I also understand this agency employs only individuals who are legally eligible to work in the United States.

THIS APPLICATION WILL BE CONSIDERED ACTIVE FOR A MAXIMUM OF SIXTY (60) DAYS. IF YOU WISH TO BE CONSIDERED FOR EMPLOYMENT AFTER THAT TIME, YOU MUST REAPPLY.

I CERTIFY THAT ALL OF THE INFORMATION THAT I HAVE PROVIDED ON THIS APPLICATION IS TRUE, ACCURATE, AND COMPLETE.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

If the applicant is a minor, the foregoing release and consent must be signed by the applicant's parent or legal guardian. Signature by the applicant's parent or legal guardian constitutes acknowledgement by the applicant and the parent or legal guardian that the agency, to the extent permitted by federal, state, and local laws, can test the applicant for illegal or controlled substances, conduct inspections of property without notice, and communicate test results to agency personnel who need to know, the applicant, and the applicant's legal guardian.

\_\_\_\_\_  
Parent/Legal Guardian

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date