



# Francis Foundation

APPLICANT INFORMATION			
Last Name	First	M.I.	Date
Street Address		Apartment/Unit #	
City	State	ZIP	
Phone	E-mail Address		
Position Applied for			
Dates Available:		Desired Salary	
Have you ever worked for this company?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?
Have you ever been convicted of a crime?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain

EDUCATION	
High School	Address
Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
College	Address
Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
Other	Address
Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree

REFERENCES	
<i>Please list three professional work references.</i>	
Full Name	Relationship
Company	Phone (     )
Address	
Full Name	Relationship
Company	Phone (     )
Address	
Full Name	Relationship
Company	Phone (     )
Address	

PREVIOUS EMPLOYMENT			
Company		Phone ( )	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone ( )	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone ( )	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

**Applicant's Certification – Please read this carefully before signing the application.**

- ✓ The Francis Foundation is an equal opportunity employer and will consider applicants for all positions without regard to race, age, color, religion, marital status, nation origin, ancestry, place of birth, disability, HIV-positive status, genetic information, sexual orientation, gender identity, veteran/military service or any other legally protected status.
- ✓ No applicant will be rejected as a result of any disability, which, with reasonable accommodation, does not prevent performance of the essential functions of the work.
- ✓ The Francis Foundation will not tolerate discrimination, sexual harassment or harassment on the basis of any protected class status in the workplace.
- ✓ I understand that, if selected, I will be required to provide proof of my identity and legal right to work in the United States prior to actual employment.
- ✓ I hereby authorize all previous employers and supervisors, including all persons with and for whom I have worked, to give The Francis Foundation representative's any and all information regarding me and my previous employment.
- ✓ I hereby release and hold harmless The Francis Foundation, its agents and its employees from any and all claims arising out of the investigation of my reference/background, as well as any employment decisions made about me on the basis of the information revealed by such investigation.
- ✓ In consideration of my employment, I agree to adhere to all existing and future instructions, rules and policies of The Francis Foundation. I also understand that The Francis Foundation reserves the right to change wages, hours, and working conditions as deemed necessary and without advance notice.
- ✓ I understand that all employees of The Francis Foundation are considered to be "at will." The Francis Foundation may terminate my employment at any time with or without notice and with or without cause. There is no guarantee of continuous or permanent employment for any employee.
- ✓ I certify that I have answered truthfully and have not knowingly withheld information relative to my application. I also understand that any misrepresentation or material omission on the application will result in my being eliminated from further consideration for employment.  
I further understand that, if accepted for employment, any misrepresentation or material omission that becomes known to The Francis Foundation may result in immediate termination of my employment.

I have read and reviewed the above certification statements and other information provided on the application.

Applicants Signature \_\_\_\_\_ Date: \_\_\_\_\_