

Francis Foundation Inc.

EMPLOYMENT APPLICATION

Position you are seeking (you must fill out one application for each position you are applying for)

How did you learn about this position?

Advertisement (specify source) _____
 Walk-In
 Friend Website
 Employment Dept
 Other: _____

Name	Last	First	Middle
Address		Phone #	Email
City	State	Zip	Social Security #

Have you ever filed an application with Francis Foundation before?

Yes No

If yes, please give date: _____

Do any of your friends or relatives, other than a spouse work here?

No

Yes

If yes, please give name, relationship and position: _____

Have you ever been employed with Francis Foundation before?

Yes No

If yes, please give date and position: _____

Are you at least 18 years of age?

No

Yes

If you are under 18 years of age, can you provide proof of your eligibility to work?

No

Yes

Are you a US citizen?

No

Yes

If not a US citizen, do you have proof of your legal right to accept employment?

No

Yes

Are you currently employed?

No

Yes

If yes, may we contact your current employer?

No

Yes

Are you currently on lay-off status and subject to recall?

No

Yes

Will you travel if a job requires it?

No

Yes

Employment in all positions at The Francis Foundation are subject to approval of criminal background check.

Have you ever been convicted of a crime?

No

Yes

If yes, please give date and reason for conviction: _____

Are you capable of performing, with or without reasonable accommodation, the essential duties of the job for which you are applying?

No

Yes

Date available for work: _____

Please check your availability to work:

- Regular Full-Time Regular Part-Time at ____ hours/week
 Temp/Seasonal Full-Time Temp/Seasonal Part-Time at ____ hours/week
 Morning Afternoons Evenings Weekends Sundays

Education & Training

School	Name, City & State of School	Course of Study	# years	Diploma/Degree	
High School				Yes	No
Undergraduate School				Yes	No
Graduate School				Yes	No
Other (Specify)				Yes	No

Please state any additional information and skills you feel may be helpful to us in considering your application:

Work Experience – Complete this section even if you are attaching a resume

Begin with your current or last job. Include any job-related military service assignments and volunteer activities. You may exclude any organizations that indicate race, color, religion, gender, national origin, disabilities or other protected status.

Employer:	Dates Employed		Work performed/Responsibilities:
	From:	To:	
	Hourly/Salary Rate		
Address:	Start:	End:	
	Supervisor & Telephone #		
	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Job Title			Reason for leaving:
Employer:	Dates Employed		Work performed/Responsibilities:
	From:	To:	
	Hourly/Salary Rate		
Address:	Start:	End:	
	Supervisor & Telephone #		
	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Job Title			Reason for leaving:

Employer:	Dates Employed		Work performed/Responsibilities:
	From:	To:	
Address:	Hourly/Salary Rate		
	Start:	End:	
Supervisor & Telephone #			May we contact? Yes No
Job Title			Reason for leaving:

Professional References – Please do not include family members.

Name	Address & Phone Number	Occupation
1.		
2.		
3.		

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, disability, veteran status or any other legally protected status.
- No applicant will be rejected as a result of any impairment, which, with reasonable accommodation, does not prevent performance of the work.
- The Francis Foundation will not tolerate 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 certify that I have answered truthfully and have not knowingly withheld information relative to my application. I understand that any misrepresentation or material omission on the application will result in my being eliminated from further consideration. 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 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.
- 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.
- I understand that all employees of The Francis Foundation, with respect to length of employment, are considered to be "at will." The Francis Foundation may terminate my employment at any time without notice, without liability, for any extended period. There is no guaranteed length of employment for any employee.

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

Applicants Signature: _____ Date: _____