



**APPLICATION FOR EMPLOYMENT**  
**Equal Opportunity Employer**

Each section and question must be fully and accurately answered. No action will be taken on an incomplete application. We shall make reasonable accommodations in the application process if needed.

**GENERAL INFORMATION**

Full Name \_\_\_\_\_

Address (Street) \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

Phone # (days) \_\_\_\_\_

Phone # (eves) \_\_\_\_\_

**POSITION AND WORK SCHEDULE**

Position sought: \_\_\_\_\_ Location to which you are applying: \_\_\_\_\_

Referred by (agency, newspaper, person) \_\_\_\_\_ Date available for work \_\_\_\_\_

Employment Preference: Full \_\_\_ Part \_\_\_ Temp \_\_\_ On Call \_\_\_ Shift Preference: 6am-2:30pm \_\_\_ 2pm-10:30pm \_\_\_ 10pm-6:30am \_\_\_

Will you be able to work: Weekends? \_\_\_ Holidays? \_\_\_\_\_

Have you ever worked for this company before? If yes, when and where?  
\_\_\_\_\_

As per state regulation, employees must be 18 years or age or older. Please check if you are 18 or over. \_\_\_\_\_

Are you authorized to work in the United States? \_\_\_ Yes \_\_\_ No

Are you capable of performing, with or without a reasonable accommodation, the essential functions of the job or occupation for which you have applied? (Refer to job description).  
\_\_\_\_\_

Have you ever been convicted of abuse or any criminal offense other than a minor traffic violation? If yes, please explain:  
A prior conviction will not automatically disqualify an applicant from employment.  
\_\_\_\_\_

**EDUCATION AND SKILLS**

Name of  
School

Address

Circle Last Year  
Completed

Degree or  
Subject

9 10 11 12

1 2 3 4

1 2 3 4

1 2 3 4

## EMPLOYMENT HISTORY

Starting with your present or most recent employer, list employers, including self-employment, summer part-time.

**Present Employer** \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Supervisor: \_\_\_\_\_ May we contact? Yes \_\_\_ No \_\_\_ Dates employed: From \_\_\_\_\_ To \_\_\_\_\_ Ending salary \$ \_\_\_\_\_

Position \_\_\_\_\_ Starting job description \_\_\_\_\_ Ending job description \_\_\_\_\_

Reason for leaving \_\_\_\_\_

**Former Employer** \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Supervisor: \_\_\_\_\_ May we contact? Yes \_\_\_ No \_\_\_ Dates employed: From \_\_\_\_\_ To \_\_\_\_\_ Ending salary \$ \_\_\_\_\_

Position \_\_\_\_\_ Starting job description \_\_\_\_\_ Ending job description \_\_\_\_\_

Reason for leaving \_\_\_\_\_

**Past Employer** \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Supervisor: \_\_\_\_\_ May we contact? Yes \_\_\_ No \_\_\_ Dates employed: From \_\_\_\_\_ To \_\_\_\_\_ Ending salary \$ \_\_\_\_\_

Position \_\_\_\_\_ Starting job description \_\_\_\_\_ Ending job description \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Have you ever worked under another name: If yes, please give the name you worked under and company(s) for which you worked:

\_\_\_\_\_

## PROFESSIONAL REFERENCES

(Please do not list relatives)

Name

Address

Phone #

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Use the space below to describe your interests in working for Stephen's Place., along with the job-related skills and aptitudes you feel qualify you for a position with us. If you need more space, please continue on the backside of this sheet. You should exclude any information, which discloses that you are a member of a protected class.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## PLEASE READ CAREFULLY BEFORE SIGNING

Stephen's Place is an equal opportunity employer and considers all applicants on the basis of job qualifications without regard to race, color, religion, age, sex, national origin, citizenship, disability, marital status, genetic information, gender identity, genetic information, sexual orientation, veteran or current military status or family composition. Your application will be given every consideration, but our receipt of it does not guarantee that you will be employed. If you have any questions, the interviewer will be happy to help you.

I understand that any job offer that may be extended to me will be contingent upon the successful completion of a state and national, if applicable, criminal background checks.

I certify that all the statements made by me on this application are true, complete, and correct to the best of my knowledge. This Employment Application is used to notify me that the nature and scope of an investigation, if one is conducted, could include such general

identification information as residence verification, and, as applicable, information concerning my employment, education, general reputation, character, personal characteristics, and habits, and that such information may be developed through personal interviews with third parties such as family members, neighbors, friends, associates, former employers, financial sources, and custodians of official records. Only job –related information developed from such a report will be considered in evaluating my employment application or continued employment. I hereby authorize these persons, companies, organizations or corporations to answer all questions or release any information regarding the items listed in this paragraph. I hereby release them from liability and hold them harmless from any claim for releasing any truthful information within their knowledge and/or records.

I understand that neither this application nor any written personnel procedure manual or employee handbook is an expressed or implied contract of permanent employment. I further understand that my relationship with Stephen’s Place, is “at-will” and for an unspecified term and that Stephen’s Place, and I each have the right to terminate the employment relationship at any time, with or without cause or advance notice.

I hereby acknowledge that I have read and understand the above statement. I have had an opportunity to have my questions about this statement’s content and intent answered and understand its terms.

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Date

**EMPLOYEE INFORMATION RELEASE**

I authorize Stephen’s Place, to release to any person, firm, entity or organization with which I may seek employment in the future, any truthful information concerning my work experience with Stephen’s Place. I hereby release and hold Stephen’s Place harmless from any claim for releasing any truthful information within its knowledge and/or records.

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Date

