

# Wendell Foster's Campus for Developmental Disabilities

An Equal Opportunity Employer

## APPLICATION FOR EMPLOYMENT

POSITION(S) APPLIED FOR	DATE OF APPLICATION
NAME : LAST      FIRST      MIDDLE      MAIDEN	DATE AVAILABLE
STREET ADDRESS	SOCIAL SECURITY NUMBER
CITY                      STATE                      ZIP CODE	HOME PHONE                      BUSINESS PHONE

Which do you prefer to work?  
 Full-time Only     Part-time Only     Full or Part-time     On-call Only     Any Schedule     Supplemental Staffing

What shift are you available to work?     First Shift     Second Shift     Third Shift     Any

What shift types do you prefer (if available)     8 hours     10 hours     12 hours

What work environment do you prefer (if applicable) :     Working in group settings     Working more independently

List other names by which other employers know you.

Have you previously been employed with WENDELL FOSTER'S CAMPUS     YES     NO  
 If YES, please list employment dates.

**INDICATE EMPLOYMENT, STARTING WITH MOST RECENT EMPLOYER** – Please use additional paper if necessary.

COMPANY NAME/ ADDRESS	DATES OF EMPLOYMENT	TELEPHONE NUMBER	IMMEDIATE SUPERVISOR
_____	_____	_____	_____
_____	MAY WE CONTACT? <input type="checkbox"/> YES <input type="checkbox"/> NO		
_____	REASON FOR LEAVING: _____		
DESCRIPTION OF DUTIES: _____			
_____			

COMPANY NAME/ ADDRESS	DATES OF EMPLOYMENT	TELEPHONE NUMBER	IMMEDIATE SUPERVISOR
_____	_____	_____	_____
_____	MAY WE CONTACT? <input type="checkbox"/> YES <input type="checkbox"/> NO		
_____	REASON FOR LEAVING: _____		
DESCRIPTION OF DUTIES: _____			
_____			

COMPANY NAME/ ADDRESS	DATES OF EMPLOYMENT	TELEPHONE NUMBER	IMMEDIATE SUPERVISOR
_____	_____	_____	_____
_____	MAY WE CONTACT? <input type="checkbox"/> YES <input type="checkbox"/> NO		
_____	REASON FOR LEAVING: _____		
DESCRIPTION OF DUTIES: _____			
_____			

Have you ever been disciplined or fired by an employer? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please explain. \_\_\_\_\_

### EDUCATION LEVEL

Please Circle all that apply:      High school/GED      Associate Degree      Bachelor Degree      Post Graduate Degree

NAME/LOCATION OF HIGH SCHOOL OR COLLEGE	DEGREE OR DIPLOMA	MAJOR SUBJECT
High School		
College or University		
Post Graduate, Technical or Professional Training		

Campus policy requires all employees to be at least 18 years of age. Will you be 18 by date available to work? \_\_\_\_\_ YES \_\_\_\_\_ NO

**SKILLS/CERTIFICATIONS:** List technical or specialized skills, certifications, professional licenses, registrations held, and any knowledge of computers and/or specialized software or hardware. \_\_\_\_\_

How did you hear about this job opportunity at WENDELL FOSTER'S CAMPUS?

\_\_\_\_\_ Employee Referral

\_\_\_\_\_ News Ad (which paper?)

\_\_\_\_\_ Other (explain)

\_\_\_\_\_  
Employee's Name

\_\_\_\_\_  
Relationship

Have you ever been convicted of a crime or violation other than a minor traffic infraction? \_\_\_\_\_ YES \_\_\_\_\_ NO

If YES, please explain: \_\_\_\_\_

**Due to government regulations any felony conviction will be a bar to employment.** A conviction record will not necessarily be a bar to employment if convictions are not felonies. Factors such as job relations, age at time of offense, seriousness of violation and rehabilitation will be taken into account.

### APPLICANTS STATEMENT

The above information is true and complete to the best of my knowledge. Should I be employed by the Wendell Foster's Campus, any misrepresentation of false statement contained herein may be considered cause of possible dismissal. Wendell Foster's Campus has my permission to obtain all necessary information from the references I have listed, or any other sources, concerning my prior employment, personal history or credit standing and I release all parties from any possible damages resulting from disclosing such information with or without prior written notice to me. I reserve the right to know the names and addresses of any investigative agencies used in order that I may learn the information contained in any reports furnished to Wendell Foster's Campus.

I understand this application does not constitute an employment contract of any kind. I also understand that Wendell Foster's Campus is an "at will" employer and if employed I may resign such employment at any time at my discretion with or without prior notice and that Wendell Foster's Campus may terminate my employment at any time at their discretion, with or without cause and without prior notice. **I FURTHER UNDERSTAND THAT FOR THIS TYPE OF EMPLOYMENT, STATE LAW REQUIRES A CRIMINAL RECORD CHECK AS A CONDITION OF EMPLOYMENT.**

Date: \_\_\_\_\_ Signature of Applicant: \_\_\_\_\_