



APPLICATION FOR EMPLOYMENT

We are committed to creating an environment that promotes health, happiness, independence and safety by providing individuals with disabilities increased opportunities for access, inclusion and choice. Our decision making is guided by our values of integrity, respect, humility, welcoming and determination.

Questions on this application are not intended to identify or exclude any individual or group. Easterseals is an equal opportunity employer. Qualified applicants will be considered for vacancies without regard to race, color, sex, religion, age, national origin, veteran status, sexual orientation, or disability. Easterseals further prohibits any form of harassment in the workplace.

PERSONAL

Last Name: _____ First Name: _____ Middle: _____

Address: _____ City: _____ State: _____ Zip: _____

Mobile Phone: _____ Home Phone: _____

E-mail Address: _____ Who referred you for position? _____

AVAILABILITY TO WORK

Do you have an immediate family member or domestic partner/spouse employed within our organization? Yes: _____ No: _____

Are you at least 18 years or older? Yes: _____ No: _____

Are you eligible for employment in the United States? Yes: _____ No: _____

Have you been a resident of the state of Ohio for five (5) years or more? Yes: _____ No: _____

During the last ten (10) years, have you ever been convicted of a crime other than a minor traffic offense? Yes: _____ No: _____

Position Desired: _____ Date of Availability: _____

Status: Full Time: _____ Part time: _____ PRN (as needed): _____

Hours You Are Available: From _____ to _____ Shift Preference: Day Night Weekend

LICENSURE – REGISTRATION – CERTIFICATION INFORMATION

If currently licensed, eligible for licensure, registration or certification, please indicate state and date here:

Has your license, registration, or certification in this state or another state been suspended, limited, revoked or subjected to disciplinary action? _____ Yes _____ No Please Explain: _____

Other training/certification: _____

EDUCATION

High School: _____

Technical or Trade School: _____ Area of study: _____

College: _____ How many years attended: _____

Degree: _____

EMPLOYMENT HISTORY

Company Name: _____ Phone: _____

Current Position Held: _____

Dates employed: From: _____ to: _____ Supervisor: _____

Reason for leaving: _____

Describe in detail the work duties you performed and any special equipment you may have used:

What rate of pay were you making when you left? _____

Company Name: _____ Phone: _____

Position: _____

Dates employed: From: _____ to: _____ Supervisor: _____

Reason for leaving: _____

Describe in detail the work duties you performed and any special equipment you may have used:

What rate of pay were you making when you left? _____

Company Name: _____ Phone: _____

Position: _____

Dates employed: From: _____ to: _____ Supervisor: _____

Reason for leaving: _____

Describe in detail the work duties you performed and any special equipment you may have used:

What rate of pay were you making when you left? _____

REFERENCES _____

Please list three professional references not related to you, with full name, phone number and relationship. If you don't have three professional references, then list personal, unrelated references.

Name	Phone	Relationship

APPLICANT VERIFICATION

I verify that all information provided by me on this application or resume is true, correct and complete. I understand that false, misleading, incomplete or omitted information will result in rejection of my application or termination from employment whenever discovered.

Easterseals may obtain a consumer report in accordance with the Fair Credit Reporting Act, for each final applicant extended a conditional job offer. A consumer report may consist of employment records, educational verification, a licensure verification, driving history, previous addresses and other public records relative to criminal charges. A credit report will not be requested unless it is deemed pertinent to the function of the position for which the applicant applies.

I authorize the organization and its agents to confirm all information provided on this application and/or resume and to investigate my suitability for employment. I understand that I may be provided separate disclosure and authorization forms for the organization to obtain consumer reports about me for employment purposes under the Fair Credit Reporting Act.

I understand that any conditional employment offer is subject to successful completion of all employment prerequisites, including, but not limited to, verification of employment and personal references, a criminal record check, verification of licensure/registration/credentials and driving record (where applicable). Any conditional employment offer is subject to successful completion of post-offer testing for illegal use of drugs or alcohol. If I refuse to consent to the drug and alcohol test, or produce a positive result for the current illegal use of drugs, I will be ineligible for employment and any conditional employment offer will be withdrawn.

I understand that if hired, I will be required to complete the Federal I-9 form and provide verifying documents regarding my identity and ability to work in the United States.

I understand that this application is not intended as a job offer or a contract of employment for any specific time period. If hired, I understand that the organization follows the "Employment at Will" standards and acceptance of an offer does not create a contractual agreement. I further understand that I may resign or be terminated at any time without notice or requirement of cause.

I release individuals supplying information from any and all liability for damages which may result on account of, or attempt to comply with the authorization.

Signature of Applicant: _____ Date: _____

Printed Name: _____

Easterseals will maintain applications related to the specific vacancy applied for a period of six months. Easterseals does not interview all applicants who apply for job positions. Those applicants to be interviewed will be contacted. If applicants desire to apply for positions not listed on their application form, they must submit a new application.