

## EARLY STRIDES APPLICATION FOR EMPLOYMENT

PLEASE COMPLETE ALL PARTS OF THIS APPLICATION. AN INCOMPLETE APPLICATION WILL NOT BE ACCEPTED.

We are an equal opportunity employer. Applicants are considered for positions without regard to race, religion, sex, national origin, age, disability, or any other consideration made unlawful by applicable federal, state, or local laws.

### A. GENERAL INFORMATION

Name:	First	Last	Middle
Phone:	Home	Cell	Other
Address:	Street	City	State      Zip
Email:	Social Security #:		

Position applied for:			
Type of employment desired:	FT	PT	Desired Salary:
Date you can start work if hired:	Days and hours available:		

If hired, can you provide proof that you are a U.S. citizen or legally authorized to be employed in the U.S.?      Yes                  No

Are you with or without reasonable accomodation, able to perform the duties of the position for which you are applying? (See copy of job description)      Yes                  No

Do you have a valid Driver's License?      Yes                  No

Do you have current Liability Insurance?      Yes                  No

Were you referred to this position by a current employee?      Yes                  No

If you answered *Yes*, what is the employee's name? \_\_\_\_\_

What is the nature of your relationship? \_\_\_\_\_

If you answered *No*, how did you hear about this position? \_\_\_\_\_

## B. BACKGROUND INFORMATION

**INSTRUCTIONS FOR ANSWERING THE NEXT TWO QUESTIONS:** Do not include misdemeanor marijuana-related convictions that are more than two years old or misdemeanor convictions for which probation was successfully completed or otherwise discharged and the case was judicially dismissed. Do not include convictions that resulted in referral to a diversion program.

Have you ever plead guilty or no contest to, or been convicted of any criminal offense other than the applicable exceptions listed above?                      Yes                      No

Have you ever been arrested for any matters for which you are out on bail or on your own recognizance pending trial?                      Yes                      No

**CRIMINAL OFFENSES ONLY:** If you answered yes to either of the above questions please provide the date(s) and explain in accordance with the above instructions so that the individual circumstances can be considered.

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Note: All applicants who are offered employment are required to get a livescan done at their expense. Employment will only be finalized once the background check clears. Employees will be reimbursed for the full cost of the livescan only after 30 days of employment.

## C. EDUCATION

Education	School Name and Location	Graduate?	Degree Title and Date
High School			
College			
College			

List any professional License/Certifications you have:

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List any special skills that you feel qualify you for the job in which you are applying:

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Please describe your computer skills:

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Is there any additional information relative to change of name, use of an assumed name, or nickname necessary to enable a check on your work and educational records?

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## D. EMPLOYMENT HISTORY

Please list the names of your present or previous employers in chronological order with the most present employer listed first. You may include any verifiable work performed on a volunteer basis or internships.

**YOUR FAILURE TO COMPLETELY RESPOND TO EACH INQUIRY MAY DISQUALIFY YOU FOR FUTURE CONSIDERATION OF EMPLOYMENT.**

Employer:	Dates of Employment:	
Address:	Phone:	
Job Title:	Salary:	# of Weekly Hours:
Duties:		
Reason for leaving:		
Supervisor's name:	May we contact them?	If no, why not

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### D. EMPLOYMENT HISTORY (CONTINUED)

Please explain fully any gaps in your employment history in excess of one month.

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Have you ever been terminated or asked to resign from any job?      Yes                  No

Has your employment ever been terminated by mutual agreement?      Yes                  No

Have you ever been given the choice to resign rather than be terminated?      Yes                  No

If you answered Yes to any of the above three questions, please explain the circumstances of each occasion.

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### E. ADDITIONAL REFERENCES

Please list names of three work-related references that we may contact. Individuals with no prior work experience may list school or volunteer references.

Name	Company	Work Relationship	Phone

Please list the names of three personal references (not previous employers or relatives) who know you well that we may contact.

Name	Occupation	Number of years known	Phone

## F. APPLICANT CERTIFICATION

I certify that all the information on this application, my resume, or any supporting documents I may present during this interview, is and will be, complete and accurate to the best of my knowledge. I understand that any falsification, misrepresentation, or omission of any information may result in disqualification from consideration for employment, or if employed, disciplinary action, up to and including immediate dismissal.

I understand that neither this application nor any communication by a management representative is intended to create nor does create a contract of employment, offer, or promise of employment for a definite term. I understand that if hired by the company, employment is on an at-will basis in accordance with state law. This means the company is free to terminate my employment at any time, with or without cause or advance notice, in accordance with state law, and acceptance of employment is not a contract of employment at any time for any reason. This at-will provision may be modified or waived only in a written agreement by an authorized representative of the company and myself.

I agree to conform to the rules and regulations of the company, and I understand that the company has complete discretion to modify such rules and regulations at any time, except that it will not modify its policy of employment at-will.

I authorize the company or its representative to confirm all statements contained in this application and/or resume as it relates to the position for which I am applying and to the extent permitted by federal, state, or local law. I agree to complete any requisite authorization forms for the background investigation.

I authorize and consent to, without reservation, any party or agency contracted by this employer to furnish the above-mentioned information. I hereby release, discharge and hold harmless, to the extent permitted by federal, state, and local law, any party delivering information to the company or its authorized representative pursuant to this authorization from any liability claims, charges, or causes of action, which I may have as the result of the delivery or disclosure of the above requested information. I hereby release from liability the company and its representatives for seeking such information and all other persons, or organizations furnishing such information.

If hired by this company, I understand that I will be required to provide genuine documentation establishing my identity and eligibility to be legally employed in the U.S. by this company. I also understand this company employs only individuals who are legally eligible to work in the U.S.

I affirm that I own or have ample access to a computer, have an email account, have general knowledge of operation and care of a computer, computer hardware/software, can implement some basic troubleshooting techniques, and have a basic understanding of how to use the internet.

I affirm that I have a valid drivers license without any restrictions, and reliable transportation (with appropriate and valid insurance) to get to and from my designated work location.

**THIS APPLICATION WILL BE CONSIDERED ACTIVE FOR A MAXIMUM OF SIXTY (60) DAYS. IF YOU WISH TO BE CONSIDERED FOR EMPLOYMENT AFTER THAT TIME, YOU MUST REAPPLY.**

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