



## EMPLOYMENT HISTORY

Please provide the following information of your past and current employers, assignments or volunteer activities, starting with the most recent. Explain any gaps in employment in comments section below.

### Present or last employer

Employer \_\_\_\_\_ Telephone # (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_

Dates of employment \_\_\_\_\_ Title of position \_\_\_\_\_ Name & title of supervisor \_\_\_\_\_

From: \_\_\_\_\_ Description of duties and significant accomplishments: \_\_\_\_\_

To: \_\_\_\_\_

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

May we contact for reference? Yes No

Employer \_\_\_\_\_ Telephone # (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_

Dates of employment \_\_\_\_\_ Title of position \_\_\_\_\_ Name & title of supervisor \_\_\_\_\_

From: \_\_\_\_\_ Description of duties and significant accomplishments: \_\_\_\_\_

To: \_\_\_\_\_

Employer \_\_\_\_\_ Telephone # (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_

Dates of employment \_\_\_\_\_ Title of position \_\_\_\_\_ Name & title of supervisor \_\_\_\_\_

From: \_\_\_\_\_ Description of duties and significant accomplishments: \_\_\_\_\_

To: \_\_\_\_\_

Comments (including explanation of any gaps in employment) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Have you ever been disciplined by an employer? Yes No

Has your employment ever been terminated, or have you been asked to resign in lieu of termination? Yes No

If yes to either of the above questions, please explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### References

List name, title, employer and telephone number of three (3) business/work related references who are NOT related to you.

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

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

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

# CHILD AND FAMILY SERVICES

## APPLICANT CONFIRMATION, AUTHORIZATION AND RELEASE

I have read and fully understand the questions asked in this application. I understand and agree that the application is neither an offer of employment nor a contract. I certify that all information I have provided in connection with my application for employment is accurate and complete. I understand that any statement or information provided by me that is found to be false, incomplete or misrepresented in any respect will be sufficient cause to: (1) cancel further consideration of this application, or (2) immediately discharge me.

I authorize Child and Family Services and its agents and representatives to contact all or any of my past employers, education/academic institutions and references and I authorize them to provide all information requested of them, and release and hold harmless Child and Family Services, and all other entities and persons from liability relating to such matters.

If hired, I understand that my employment is at will, and that it can be terminated without notice or cause, at any time, by me or by Child and Family Services. I understand that any agreement that is contrary to at-will employment status is invalid unless it is in writing and signed by the President of Child and Family Services.

I understand that any offer of employment is conditioned upon a satisfactory background investigation, which may include, without limitation, an investigation and report concerning information in federal, state, and county criminal histories, felony/misdemeanor records, child abuse and neglect registry services, sex offender registries, and motor vehicle records. I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States.

I CERTIFY THAT I HAVE READ, FULLY UNDERSTAND AND ACCEPT ALL TERMS OF THE FOREGOING APPLICATION STATEMENT.

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant's printed name: \_\_\_\_\_

