

APPLICATION FOR EMPLOYMENT

Instructions: Please complete all portions of this employment application to be considered for employment. If you require accommodation during the employment application process, including assistance in the completion of this employment application please let us know. We are an equal opportunity employer. We do not discriminate on the basis of age, race, sex, religion, color, national origin, ancestry, marital status, disability, sexual orientation, arrest and court record or any other protected category recognized by state and federal laws. This employment application is valid for a three-month period after submission to Imua Family Services and only for the desired position.

PERSONAL INFORMATION

Name (Last Name First)		Social Security No.	
Present Address	City	State	Zip
Phone	Cell Phone	Email Address	

DESIRED EMPLOYMENT

Desired Position	Date You Can Start	Salary Desired
Are You Employed Now?	Have You Been Provided with the Job Description of the Desired Position?	
If you have been provided with a job description of the desired position, please answer this question: After reading the job description, can you perform the essential functions of the position with or without reasonable accommodation?		
Have you ever applied for employment at this company before?	Where?	When?
Have you ever worked for this company before?	Where?	When?
Who referred you to this company? <input type="checkbox"/> Relative _____ <input type="checkbox"/> Employment Agency <input type="checkbox"/> Classified Ad <input type="checkbox"/> State Employment Office <input type="checkbox"/> Walk In <input type="checkbox"/> Friend _____		
Apart from religious observances, will you be able to work all other times? <input type="checkbox"/> Yes <input type="checkbox"/> No		

EDUCATION

School Level	Name and Location of School	Number of Years Attended	Did You Graduate?	Degree
High School				
College				
Other				

EMPLOYMENT HISTORY

Name of Present or Last Employer		
Address	City	State Zip
Starting Date	Date Last Worked	Job Title
Weekly Starting Salary	Weekly Final Salary	May We Contact Your Supervisor?
Name of Supervisor	Title	Employer's Phone Number
Description of Work		
Reason(s) for Leaving		

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CERTIFICATION
PLEASE READ CAREFULLY BEFORE SIGNING

- A. I certify that the information contained in this application is true and correct. I understand that any false or misleading statements or omissions regarding this application, whenever discovered, are grounds for disqualification from further consideration or for dismissal from employment.
- B. If employed, I agree to conform to the guidelines and policies of Imua Family Services. I understand that MY EMPLOYMENT IS AT-WILL AND CAN BE TERMINATED AT ANY TIME AND FOR ANY REASON WITH OR WITHOUT ADVANCE NOTICE.
- C. I understand and agree that only the Executive Director of Imua Family Services has the authority to enter into any agreement to employ me for any specified period of time or to modify terms and conditions of my employment. I agree that such an agreement must be in writing and signed by the Executive Director, and I will not rely upon anything else.
- D. I understand and agree that Imua Family Services may make a full and complete investigation of my personal or employment history, and authorize any former employer, person, firm, corporation, school, government agency, or other entity to provide Imua Family Services with any information (including fact or opinion) they may have regarding me. In consideration of Imua Family Services' review of this application, I release Imua Family Services and all providers of any information from any liability, which may arise as a result of furnishing and receiving this information, with the exception of any liability arising from a violation of the Fair Credit Reporting Act ("FCRA"). I understand and agree that if offered employment by Imua Family Services, any such employment offer shall be dependent upon the receipt of satisfactory references and background checks as determined by Imua Family Services. If employed by Imua Family Services, I further authorize Imua Family Services to provide truthful information (including fact or opinion) regarding my employment to any potential or future employer and release and waive any claims against Imua Family Services for truthfully communicating any such information to a potential or future employer.
- E. I understand and agree that I may be required to submit to drug testing and a complete post-offer medical examination as part of my application for employment. I also understand and agree that I may be required to submit to a complete medical examination during my employment with Imua Family Services, provided that such examination is job-related and consistent with business necessity. The cost of such examination will be paid by Imua Family Services. I authorize the physician conducting the examination and any laboratory testing any specimen obtained by the physician or collection site, to disclose the results of the examination and the laboratory test to Imua Family Services in accordance with state and/or federal laws. Imua Family Services will keep such results confidential and disclose the results only to persons who need to know or where required by law. Also, I agree to fully cooperate and provide Imua Family Services with any additional consent(s) and/or release(s) as required by Imua Family Services to investigate my employment application.
- F. Imua Family Services may inquire into and consider any criminal conviction record that you may have after it makes a conditional offer of employment to you. Imua Family Services may withdraw a conditional employment offer if you have a criminal conviction record which bears a rational relationship to the duties and responsibilities of the position for which you are applying. Any criminal conviction record that is more than 10 years old or that involves certain Family Court matters will not be considered.
- G. I understand and agree that if offered employment by Imua Family Services, I may be required to disclose military service information in accordance with law, and that any such employment offer shall be dependent upon the receipt of a satisfactory military record as determined by Imua Family Services.
- H. I understand and agree that all of the foregoing terms and conditions will become part of my employment relationship with Imua Family Services.

Authorization/Signature of Applicant: _____

Date: _____