

PLEASE READ THE FOLLOWING BEFORE COMPLETING OUR APPLICATION BLANK

1. There is no guarantee of a job offer or job interview in completing our application blank. Your application will be considered with others who have submitted applications and decisions about interviews will be based on this comparison.
2. Our application form must be completely filled out in order for it to be considered for employment.
3. If the information provided on your application cannot be satisfactorily verified by employment reference checks, your application could be considered as incomplete.
4. Applications are filed according to job title. Be as specific as possible in stating the job applying for: ANY position is not an acceptable response on our application blank.
5. Due to the large number of applications we receive and the competitive nature of our employment process, specific reasons for employment decisions will not be released. Your application will only be kept active for 30 days.
6. In completing the application you will be subject to the following:

EMPLOYMENT REFERENCE CHECK FROM FORMER EMPLOYERS

DRUG TEST

CRIMINAL RECORD CHECK

CHILD ABUSE HISTORY CHECK

I, _____, have read the above statements.
Please Print Name

Signature

Date

NAME AND ADDRESS OF COMPANY AND TYPE OF BUSINESS	FROM		TO		JOB TITLE – DESCRIBE WORK	REASON FOR LEAVING	NAME OF SUPERVISOR
	MO.	YR.	MO.	YR.			
TELEPHONE							

Were you known by another name at this place of employment? If so, please indicate _____

NAME AND ADDRESS OF COMPANY AND TYPE OF BUSINESS	FROM		TO		JOB TITLE – DESCRIBE WORK	REASON FOR LEAVING	NAME OF SUPERVISOR
	MO.	YR.	MO.	YR.			
TELEPHONE							

Were you known by another name at this place of employment? If so, please indicate _____

May we contact these employers as a reference? Yes No

PROFESSIONAL OR PERSONAL REFERENCES (Not former Employers or Relatives)		
NAME AND OCCUPATION	ADDRESS	TELEPHONE

Were you ever indicated or convicted of child abuse? Were you ever convicted of a criminal offense? (Omit minor traffic violations and any offense committed before your 18th birthday that was finally adjudicated in a juvenile court or under a youth offender law.) If yes, give details on a separate sheet of paper. Conviction of a criminal offense is not a bar to employment in all cases. Each case is considered on its merits.
 Yes No

I hereby certify that the information provided by me in this application is true to the best of my knowledge. I understand that any misrepresentation or falsification made to Family Services can be grounds for refusal of employment. I further understand that, if employed, any false statement or misrepresentation provided by me herein or in conjunction with the application process may be cause for dismissal.

I understand and agree that the employment relationship that may result from my application will be at will, and either Family Services or I may terminate the employment relationship at any time.

I authorize Family Services to verify any statements made in this application or provided during the application process. I also authorize Family Services to contact the references and previous employer(s) listed on my application, unless explicitly indicated otherwise.

DATE _____ SIGNATURE _____

Prohibitive Offenses Contained in Act 169 of 1996 as Amended by Act 13 of 1997

<u>Offense Code</u>	<u>Prohibitive Offense</u>	<u>Type of Conviction</u>
CC25Q0	Criminal Homicide	Any
CC2502A	Murder I	Any
CC2502B	Murder II	Any
CC2502C	Murder III	Any
CC2503	Voluntary Manslaughter	Any
CC2504	Involuntary, Manslaughter	Any
CC2505	Causing or Aiding Suicide	Any
CC2506	Drug Delivery Resulting in Death	Any
CC2702	Aggravated Assault	Any
CC2901	Kidnapping	Any
CC2902	Unlawful Restraint	Any
CC3121	Rape	Any
CC3122.1	Statutory Sexual Assault	Any
CC3123	Involuntary Deviate Sexual Intercourse	Any
CC3124.1	Sexual Assault	Any
CC3125	Aggravated Indecent Assault	Any
CC3126	Indecent Assault	Any
CC3127	Indecent Exposure	Any
CC3301	Arson and Related Offenses	Any
CC3502	Burglary	Any
CC3701	Robbery	Any
CC3901	Theft	1 Felony or 2 Misdemeanors
CC3921	Theft By Unlawful Taking	1 Felony or 2 Misdemeanors
CC3922	Theft By Deception	1 Felony or 2 Misdemeanors
CC3923	Theft By Extortion	1 Felony or 2 Misdemeanors
CC3924	Theft By Property Lost	1 Felony or 2 Misdemeanors
CC3925	Receiving Stolen Property	1 Felony or 2 Misdemeanors
CC3926	Theft of Services	1 Felony or 2 Misdemeanors
CC3927	Theft By Failure to Deposit	1 Felony or 2 Misdemeanors
CC3928	Unauthorized Use of Motor Vehicle	1 Felony or 2 Misdemeanors
CC3929	Retail Theft	1 Felony or 2 Misdemeanors
CC3929.1	Library Theft	1 Felony or 2 Misdemeanors
CC3930	Theft of _	1 Felony or 2 Misdemeanors
CC3931	Theft of Unpublished Dramas or Musicals	1 Felony or 2 Misdemeanors
CC3932	Theft of Leased Properties	1 Felony or 2 Misdemeanors
CC3933	Unlawful Use of a Computer	1 Felony or 2 Misdemeanors
CC4101	Forgery	Any
CC4114	Securing Execution of Documents by Deception	Any
CC4302	Incest	Any
CC4303	Concealing Death of a Child	Any
CC4304	Endangering Welfare of a Child	Any
CC4305	Dealing in Infant Children	Any
CC4952	Intimidation of Witnesses or Victims	Any
CC4953	Retaliation Against Witness or Victim	Any
CC5902B	Promoting Prostitution	Felony
CC5903C	Obscene or Other Sexual Materials to Minors	Any
CC5903D	Obscene or Other Sexual Materials	Any
CC6301	Corruption of Minors	Any
CC6312	Sexual Abuse of Children	Any
CS13A12	Acquisition of Controlled Substance by Fraud	Felony
CS13A14	Delivery by Practitioner	Felony
CS13A30	Possession with Intent to Deliver	Felony
CS 13A36	Illegal Sale of Non-Controlled Substance	Felony
CS13A37	Designer Drugs	Felony

[] I have not been convicted at any time in my life nor are any charges pending for the above prohibited offenses.

[] I have been convicted of the checked items (Documentation will be required)

Signed: Date: _____