
APPLICATION FOR EMPLOYMENT

NAME: _____ DATE: _____

ADDRESS: _____ PHONE: _____

EMAIL: _____ CELL PHONE: _____

DATE OF AVAILABILITY: _____ Drivers License: _____ State: _____

Please check positions in which you are interested:

Case Manager Administrative Clerical Other: _____

EDUCATION

Enter the name of school, check the highest school division and circle the highest year completed for that school:

		<input type="checkbox"/> Junior High		7	8	9
		<input type="checkbox"/> Senior High		10	11	12
		<input type="checkbox"/> College		1	2	3 4
		<input type="checkbox"/> Graduate School		1	2	3 4

Highest Degree: _____ Major: _____

License: _____

EMPLOYMENT HISTORY

Have you objections to inquiry of your past employers regarding your character, qualifications, etc.?

YES NO

If yes, please specify which employer and explain:

List your most recent employment first, and then proceed backward through your previous 2 jobs:

1) Employer: _____ Start: _____ Ended: _____
Address: _____ Position: _____

How long were you employed, and at what salary? _____

Supervisor's Name: _____

Reason for leaving: _____

2) Employer: _____ Start: _____ Ended: _____

Address: _____ Position: _____

How long were you employed, and at what salary? _____

Supervisor's Name: _____

Reason for leaving: _____

Name: _____ Date: _____

3) Employer: _____ Start: _____ Ended: _____
Address: _____ Position: _____
How long were you employed, and at what salary? _____
Supervisor's Name: _____
Reason for leaving: _____

List 3 references – Do not list relatives:

1) Name: _____ City/State: _____
Phone: _____ Best time to contact: _____
2) Name: _____ City/State: _____
Phone: _____ Best time to contact: _____
3) Name: _____ City/State: _____
Phone: _____ Best time to contact: _____

Life Strategies Counseling is mandated by P.L. 980473 and Act 1050 not to employ persons who have been convicted of a felony or misdemeanor involving child abuse or neglect of a child. Any substantiated report of child abuse or neglect must be considered in determining employment.

Conviction of a crime (other than minor traffic violations) may disqualify you from employment with Life Strategies Counseling. Disqualification depends on the relationship of the crime to the position for which you are applying. Please indicate below whether or not you have been convicted of a crime.

NO YES If yes, explain:

Life Strategies Counseling conducts a thorough check on applicants prior to hiring. Please review carefully the attached release form and sign the space indicated for each employer to be contacted. If the position for which you are applying requires a college degree or certification, a copy of your transcript, certificate or license will be required as a condition of employment.

I hereby declare that, to the best of my knowledge and ability, the information on this application is true and factual. I understand that intentional false statements could lead to my dismissal as an employee or rejection as an applicant. I also understand that some positions require special background checks prior to my employment. Failure to meet these requirements may lead to my rejection as an applicant for that job.

APPLICANT SIGNATURE

DATE