

**Family and Children's Service of the Capital Region, Inc.**

**Application for Employment**

*(Please Print)*

We are an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including age, sex, color, race, creed, national origin, religious persuasion, marital status, political belief, or disability that does not prohibit performance of essential job functions.

Date: \_\_\_\_\_

**[REQUIRED INFORMATION]**

**I. Personal Information**

Name \_\_\_\_\_  
Last First Middle

Please indicate any other name you have been known by to assist us in verifying employment and references \_\_\_\_\_

Present Address \_\_\_\_\_  
Street City State Zip

Permanent Address (if different than above) \_\_\_\_\_

Social Security Number \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_ Telephone \_\_\_\_\_

Position Applied For: \_\_\_\_\_

Do you have any relatives who are presently (or were formerly) employed by Family and Children's Service? \_\_\_\_ Yes \_\_\_\_ No

Have you ever been convicted of a crime, including any sex-related or child-abuse related offenses? \_\_\_\_ Yes \_\_\_\_ No

If yes, please explain: \_\_\_\_\_

How were you referred to Family and Children's Service? \_\_\_\_\_

**Federal law prohibits the employment of unauthorized aliens. All persons hired must submit satisfactory proof of employment authorization and identity (valid drivers license, birth certificate, Green Card, etc.) within three days of being hired. Failure to submit such proof within the required time shall result in immediate employment termination.**

**[OPTIONAL INFORMATION IF INCLUDED ON RESUME]**

**II. Educational History**

School Name/Location	Years Completed	Degree/Diploma
<i>High School</i> _____	_____	_____
College _____	_____	_____
Advanced Degree _____	_____	_____
Technical Training _____	_____	_____
Other _____	_____	_____

**III. Employment Record**     *Please include all employment for the last five years, starting with your current or most recent employer.*

1. Company Name _____	Position Held _____
Address _____	Dates Employed _____
Manager/Supervisor _____	Telephone _____
Reason for Leaving _____	Wage/Salary _____
2. Company Name _____	Position Held _____
Address _____	Dates Employed _____
Manager/Supervisor _____	Telephone _____
Reason for Leaving _____	Wage/Salary _____
3. Company Name _____	Position Held _____
Address _____	Dates Employed _____
Manager/Supervisor _____	Telephone _____
Reason for Leaving _____	Wage/Salary _____

NOTE: Use a separate sheet to list additional employers, if necessary.

**[REQUIRED INFORMATION]**

**IV. References** *Please include only former employers (not friends or relatives).*

1. Name \_\_\_\_\_ Years Known \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Occupation \_\_\_\_\_

2. Name \_\_\_\_\_ Years Known \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Occupation \_\_\_\_\_

3. Name \_\_\_\_\_ Years Known \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Occupation \_\_\_\_\_

**[OPTIONAL INFORMATION]**

**V. Salary/Hourly Rate Requirements** *If your application receives favorable consideration*

What salary/hourly rate would you require? \_\_\_\_\_

I certify that the answers given in this application are true and complete to the best of my knowledge.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date