

# EVOLVE Adoption & Family Services Application for Employment

**Applicant Full Name:** \_\_\_\_\_

**Applicant Address:** \_\_\_\_\_

**Applicant Phone:** \_\_\_\_\_ **Applicant Email:** \_\_\_\_\_

Start with your present or most recent job. Include any job-related military service assignments and volunteer activities from the **past 7 years**. You may exclude organizations which indicate race, color, religion, gender, national origin, handicap, or other protected status. **You must provide valid phone numbers of your past employers because employment verifications are required by our licensors.** Employment history will only be verified if the agency is seriously considering hiring you (current employer permission on next page).

Employer	Dates of Employment	Job Title
Address	Supervisor	<b>Valid Telephone Number(s)</b>
City, State, Zip	Work Performed	
Reason for Leaving	Starting Hourly Rate/Salary	Final Hourly Rate/Salary
Internal Office Use Only: Date Verified: _____ Comments: _____ Staff Signature: _____		

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Are you currently employed?  Yes  No

May we contact your current employer?  Yes  No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? *Proof of citizenship or Immigration status is required upon employment*  Yes  No

On what date are you available for work? \_\_\_\_\_

Would you consider part time?  Yes  No

Would you consider full time?  Yes  No

Can you travel if a job requires it?  Yes  No

Please Note: All applicants offered a position at EVOLVE will be required to complete a background study. Any charged or convicted felony criminal behavior may result in denial of employment.

Please list salary range expectation: \_\_\_\_\_

Please list previous names: \_\_\_\_\_

Please list three professional references:

Name	Name	Name
Address	Address	Address
City, State, Zip	City, State, Zip	City, State, Zip
Phone(s)	Phone(s)	Phone(s)
Relationship	Relationship	Relationship

**Equal Opportunity Statement and Non-Discrimination Policy**

*The Board of Directors of EVOLVE is committed to a policy of equal opportunity for all persons. It is the policy of the agency, in recognition of the essential rights of all children and individuals, to provide agency services without regard to race, creed, color, sex, sexual orientation, gender identity, gender expression, union or political affiliation, religion, national origin, citizenship status, age, marital status, disability, or reliance on public assistance except where a bonafide qualification exists.*

**Applicant's Statement**

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time. I understand that neither this document nor any offer of employment from the employer constitute an employment contract unless a specific document to that effect is executed by the employer and employee in writing. In the event of employment, I understand that false, misleading information given in my application or interview(s) may result in discharge. I also understand that I am required to abide by all rules and regulations of the employer.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date