

Employment Application

## Application information

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Full name: |  |  |  | Date: |  |  |
|  |  | Last | First | M.I. |  |  |  |  |
| Address: |  |  |  | Phone: |  |  |
|  |  | Street address | Apt/Unit # |  |  |  |  |
|  |  |  |  | Email:  |  |  |
|  |  | City | State | Zip Code |  |  |  |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Dates Available: |  |  |  | Social Security: |  |  |  |  |
|  |  |  |
| How did you hear about InsideOut Mentors? |  | Website [ ]  | Social Media [ ]  | Staff [ ]  | School District [ ]  | Local Church [ ]  |

 Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Are you a citizen of the Unified States?  |  | Yes [ ]  | No [ ]  |  | If no, are you authorized to work in the U.S.? |  | Yes [ ]  | No [ ]  |
|  |
| Do you have reliable transportation? |  | Yes [ ]  | No [ ]  |  | Can you lift 25 pounds or more? |  | Yes [ ]  | No [ ]  |
|  |  |  |
| Have you ever been convicted or pleaded guilty to a felony or misdemeanor? |  | Yes [ ]  | No [ ]  |  | If yes, explain? |  |  |
|  |  |  |
| Do you speak, read, and write in another language?  |  | Yes [ ]  | No [ ]  |  | If yes, explain? |  |  |
|  |  |  |
| Do you have a Driver’s License? |  | Yes [ ]  | No [ ]  |  | If yes, list State & Exp. Date |  |  |  |

## Education

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| High school: |  |  |  | Address: |  |  |
|  |  |  |
| From: |  |  |  | To:  |  |  |  | Did you graduate? | Yes [ ]  | No [ ]  |  | Diploma: |  |  |
|  |  |  |
| College: |  |  |  | Address: |  |  |
|  |  |  |
| From: |  |  |  | To:  |  |  |  | Did you graduate? | Yes [ ]  | No [ ]  |  | Degree: |  |  |
|  |  |  |
| Other: |  |  |  | Address: |  |  |
|  |  |  |
| From: |  |  |  | To:  |  |  |  | Did you graduate? | Yes [ ]  | No [ ]  |  | Degree: |  |  |

## References

Please list three professional references.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Full name: |  |  |  | Relationship: |  |  |
|  |  |  |
| Company: |  |  |  | Phone: |  |  |
|  |  |  |
| Address: |  |  |  | Email: |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Full name: |  |  |  | Relationship: |  |  |
|  |  |  |
| Company: |  |  |  | Phone: |  |  |
|  |  |  |
| Address: |  |  |  | Email: |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Full name: |  |  |  | Relationship: |  |  |
|  |  |  |
| Company: |  |  |  | Phone: |  |  |
|  |  |  |
| Address: |  |  |  | Email: |  |  |

## Employment History

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Company: |  |  |  | Phone: |  |  |
|  |  |  |
| Address: |  |  |  | Supervisor: |  |  |
|  |  |  |
| Job title: |  |  |  | From: |  |  |  | To: |  |  |
|  |  |  |
| Responsibilities: |  |  |
|  |  |  |
| May we contact your previous supervisor for a reference? |  |  | Yes [ ]  |  | No [ ]  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Company: |  |  |  | Phone: |  |  |
|  |  |  |
| Address: |  |  |  | Supervisor: |  |  |
|  |  |  |
| Job title: |  |  |  | From: |  |  |  | To: |  |  |
|  |  |  |
| Responsibilities: |  |  |
|  |  |  |
| May we contact your previous supervisor for a reference? |  |  | Yes [ ]  |  | No [ ]  |

## Military Service

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Branch: |  |  |  | From: |  |  |  | To: |  |  |
|  |  |  |
| Rank at discharge: |  |  |  | Type of discharge: |  |  |
|  |  |  |
| If other than honorable, explain: |  |  |

## Skills:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Have you documented case work and presented? |  |  | Yes [ ]  |  | No [ ]  |

Please provide how you would document this on the other sheet:

*Joe Doe has met with you stating, he has been feeling depressed after his girlfriend broke up with him. He also stated that he is feel pressure at school to smoke, drink, and party with his friends. He has not been able to patriciate on his sports team due to not having grades and he has giving up in the classroom.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |

## Disclaimer and signature

In filling out this application to become employed by InsideOut Mentors, I understand that the company will be routinely perform criminal backgrounds checks for each position. Every new employee will pay for their own fingerprints and will be reimbursed after the 90-day review. You may not start employment until fingerprints have been cleared.

I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Signature: |  |  |  | Date: |  |  |