

Position Desired _____ (Check One) Part-Time
 Full-Time
 On-Call

Date Available _____

Have you ever applied for a position with us? Yes No If "Yes", when? _____

Have you ever been employed by us? Yes No If "Yes", when? _____

Do you have a relative working here? Yes No If "Yes", state identity and relationship _____

Are you currently employed? Yes No

EDUCATIONAL DATA

SCHOOL	Print Name, City, State & Zip For Each School Listing	Number of Years Completed	Degree	Major Course of Study
High School	_____			
College	_____			
Graduate School	_____			
Trade, Business, Night or Correspondence	_____			
Other	_____			

GENERAL INFORMATION

- Are you over 21 years of age? Yes No
- Have you ever been convicted of a felony? Yes No
(An affirmative response will not automatically disqualify you from being considered as a candidate for employment.)
 If you answered "Yes" to the above, please explain. _____

- Are you willing to work overtime as requested? Yes No
- Can you perform the essential functions of this position with or without a reasonable accommodation? Yes No
- Do you have a valid Driver's License? Yes No

PREVIOUS EMPLOYMENT

In the following spaces give a complete record of your employment including periods of unemployment, if any. Begin with your most recent employment and work back. If additional space is needed, please continue on a separate sheet.

MOST RECENT EMPLOYER

Date <u>Month and Year</u> From _____ To _____	<u>Print Name, Number & Street, City, State & Zip</u> _____	<u>Salary</u>	<u>Last Title/Position</u>
---	--	---------------	----------------------------

Immediate Supervisor's Name	Telephone Number	Other Positions Held
-----------------------------	------------------	----------------------

Duties:

Reason for Leaving:

Date <u>Month and Year</u> From _____ To _____	<u>Print Name, Number & Street, City, State & Zip</u> _____	<u>Salary</u>	<u>Last Title/Position</u>
---	--	---------------	----------------------------

Immediate Supervisor's Name	Telephone Number	Other Positions Held
-----------------------------	------------------	----------------------

Duties:

Reason for Leaving:

Date <u>Month and Year</u> From _____ To _____	<u>Print Name, Number & Street, City, State & Zip</u> _____	<u>Salary</u>	<u>Last Title/Position</u>
---	--	---------------	----------------------------

Immediate Supervisor's Name	Telephone Number	Other Positions Held
-----------------------------	------------------	----------------------

Duties:

Reason for Leaving:

ADDITIONAL INQUIRIES CONCERNING PREVIOUS EMPLOYMENT

(In response to these inquiries, continue on a separate sheet if you require additional space).

1. May we contact your present employer? Yes No Previous employers? Yes No

If you answered "No" to the above, please identify any exceptions and reasons for not contacting. _____

2. Have you ever been dismissed or forced or asked to resign from any employment? Yes No

If you answered "Yes" to the above, please explain. _____

MILITARY EXPERIENCE

Have you ever served in the U.S. Armed Forces? Yes No

If you answered "Yes" to the above, please describe any special job-related training received. _____

OTHER SPECIAL SKILLS

Are there other experiences, skill, or qualifications you feel would especially support your application for employment with the Company? _____

REFERENCES

List three (3) individuals. DO NOT include relatives or former employers.

Name	Occupation	Address	Phone Number	How Long Known
_____	_____	_____	() _____	_____
_____	_____	_____	() _____	_____
_____	_____	_____	() _____	_____

Credit, Criminal, and Driving Record Information Disclosure and Consent

By my signature below, I authorize Children Shelter of the Upstate, Inc., to obtain information, written, oral or other – from a consumer reporting agency bearing on my creditworthiness, credit standing, credit capacity, character, general reputation, personal characteristics, mode of living, criminal background, and motor vehicle driving background. I understand this investigation may include interviews with friends, acquaintances, or others who may have relevant information and this report will be used for employment purposes.

Signature of Applicant

Date