



STAFFORD JUNCTION
Transforming lives through faith and action

EMPLOYMENT APPLICATION (R-2/1/20)

Thank you for your interest in Stafford Junction

This position supports the work of Stafford Junction, a nonprofit, charitable organization. We are an equal opportunity employer that does not discriminate in recruitment, hiring or other terms or conditions of employment on the basis of race, color, religion, national origin, sex, disability, age or any other status protected by law.

If you would like to apply to join the Stafford Junction staff team, please complete the application below (Volunteers complete different form).

- Be sure to write legibly
- The application must be completed in full.
- Do not leave any spaces blank or write "see resume" in response to any question.
- Read and sign the last page of the application.

**Caring
 Honesty
 Respect
 Responsibility**

Personal Information

Position Applying For: _____ Date: _____

Preferred Location: _____ Date Available: _____

NAME: _____ E-mail: _____
 Last First MI

Address: _____
 Street City State ZIP

Telephone: Home: ____/____/____ Business: ____/____/____ Mobile: ____/____/____

Are you 18 years of age or older? *(If not, you may be required to provide work authorization.)* **Yes**
 No

If hired, can you provide verification of your legal right to work in the United States? **Yes**
 No

Can you perform the essential functions of the job for which you are applying, with or without reasonable accommodation? **Yes**
 No

Have you ever been convicted of a crime, pled no contest, or had adjudication withheld? If yes, please provide a date, location, charges and a complete explanation of all offenses. **Yes**
 No

Notice to All Applicants: Stafford Junction enforces its policies and practices to prevent child abuse.

Allegations or suspicions of child abuse are taken very seriously and will be reported to the proper authorities for investigation. We have abuse reporting procedures, there are unscheduled visits from supervisors, we have an open door for parents, and we have a code of conduct for staff. We minimize opportunities for abuse to occur and we talk with children about personal safety and touching limits. We also screen carefully to prevent abusers from being hired and we provide child abuse prevention training to staff.

Employment History**List all previous employment during the past ten years starting with the most recent. Use additional sheets if needed.**

Employer	Telephone /	<u>Dates Employed</u> From: ___/___ To: ___/___	Summarize the nature of the work performed and job responsibilities.
Address			
Job Title			
Immediate Supervisor and Title			
Reason for Leaving			
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Employer	Telephone /	<u>Dates Employed</u> From: ___/___ To: ___/___	Summarize the nature of the work performed and job responsibilities.
Address			
Job Title			
Immediate Supervisor and Title			
Reason for Leaving			
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Employer	Telephone /	<u>Dates Employed</u> From: ___/___ To: ___/___	Summarize the nature of the work performed and job responsibilities.
Address			
Job Title			
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May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Employer	Telephone /	<u>Dates Employed</u> From: ___/___ To: ___/___	Summarize the nature of the work performed and job responsibilities.
Address			
Job Title			
Immediate Supervisor and Title			
Reason for Leaving			
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			

What other business experience, personal experience or training have you had that may have prepared you for the position you are applying?

Personal References**Do not list relatives or past employers.**

Name: _____ Occupation: _____ Years Known: _____
 Address: _____ City: _____ State: _____ Zip: _____
 E-mail: _____ Phone: _____ / _____ / _____
 Alternate #: _____

Name: _____ Occupation: _____ Years Known: _____
 Address: _____ City: _____ State: _____ Zip: _____
 E-mail: _____ Phone: _____ / _____ / _____
 Alternate #: _____

Name: _____ Occupation: _____ Years Known: _____
 Address: _____ City: _____ State: _____ Zip: _____
 E-mail: _____ Phone: _____ / _____ / _____
 Alternate #: _____

Application Acknowledgement and Authorization**Please read all statements and sign below:**

I authorize both Stafford Junction and persons listed (references, schools, current (unless noted) and former employers and any others with whom you desire to check) to communicate with regard to any relevant information that may be required to reach an employment decision. I agree to hold such persons harmless with respect to any information they may supply. I understand and agree that any offer of employment is contingent upon successful completion of all background check processes, including a criminal history background check.

I certify that all information provided by me in this application is correct, accurate and complete to the best of my knowledge. I understand that the falsification, misrepresentation, or omission of any facts in this application or any other document submitted in connection with Stafford Junction employment will result in denial of employment or termination of employment regardless of the timing or circumstances of discovery.

If I am employed by Stafford Junction I understand my employment can be terminated, with or without cause and with or without notice, at any time at the option of Stafford Junction or myself. I understand that, other than the CEO of Stafford Junction, no manager, supervisor or representative of Stafford junction has authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing. Only the CEO of Stafford Junction has the authority to make any agreement contrary to the foregoing and then only in writing. I further expressly agree that, with respect to the at-will employment relationship, this constitutes the full, complete and final expression of the parties' intent concerning the nature of any employment relationship between myself and the Stafford Junction.

I understand that all offers of employment are conditional upon my ability to provide appropriate documents regarding my identity and legal right to work in the United States. I understand that this application is only valid for the position applied for at present and that Stafford Junction is not obligated to retain or consider this application for future openings. If hired, I agree to abide by Stafford Junction policies and rules at all times. I acknowledge that I have read the above statements and understand them.

Signature: _____ Date: _____