Phoenix Youth and Family Services, Inc.

Employment Application

*It is our policy to comply with all applicable state and federal laws prohibiting discrimination based on race, age, color, sex, religion, national origin, disability, or other protected classifications.*

Please carefully read and answer all questions. You will not be considered for employment if you fail to completely and honestly answer all the questions on this application. You may attach a resume, but all questions must be answered.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Position applying for: | |  | | | | | | | | | | | |
| **PERSONAL DATA** | | | | | | | | | | | | | |
| Name (last, first, middle ) | | | | | | | | | | | | | |
| Street Address and/or Mailing Address | | | | | | City | | | | | State | | Zip |
| Home Telephone Number | | | Business Telephone Number | | | | | | Cellular Telephone Number | | | | |
| Date you can start work | | | | | Desired Salary | | | | Do you have a high school diploma/GED?  Yes No | | | | |
| **POSITION INFORMATION** | | | | | | | | | | | | | |
| Are you authorized to work in the U.S on an unrestricted basis? Yes No | | | | | | | | | | | | | |
| **QUALIFICATIONS** Please list all education and list any training you feel relates to the position applied for that would help you perform the work such as schools, colleges, degrees, vocational or technical programs, and military training. | | | | | | | | | | | | | |
| Type (school, training, etc.) | School Name | | | | | | Degree | | | Address/City/State | | | |
|  |  | | | | | |  | | |  | | | |
|  |  | | | | | |  | | |  | | | |
|  |  | | | | | |  | | |  | | | |
| **Special Skills** List any special skills or experiences that you feel would help you in the position that you are applying for (leadership, organizations/teams, etc.) | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| **REFERENCES** Please list three (3) professional references no related to you, with full name and address, phone number, and relationship. If you don not have three (3) professional references, then list personal, unrelated references. | | | | | | | | | | | | | |
| Name | | | Address/City/State | | | | Phone | | | | | Relationship | |
|  | | |  | | | |  | | | | |  | |
|  | | |  | | | |  | | | | |  | |
|  | | |  | | | |  | | | | |  | |
| **WORK HISTORY** Start with your present or most recent employment and work back at most five years. Use separate sheet if necessary. | | | | | | | | | | | | | |
| **Job Title #1** | | | | Start Date (mo/day/yr) | | | | End Date (mo/day/yr) | | | | | |
| Company Name | | | | Supervisor’s Name | | | | Phone Number | | | | | |
| City | | | | State | | | | Zip | | | | | |
| Duties: | | | | | | | | | | | | | |
| Reason for Leaving | | | | Starting Salary | | | | Ending Salary | | | | | |
| **Job Title #2** | | | | Start Date (mo/day/yr) | | | | End Date (mo/day/yr) | | | | | |
| Company Name | | | | Supervisor’s Name | | | | Phone Number | | | | | |
| City | | | | State | | | | Zip | | | | | |
| Duties: | | | | | | | | | | | | | |
| Reason for Leaving | | | | Starting Salary | | | | Ending Salary | | | | | |
| **Job Title #3** | | | | Start Date (mo/day/yr) | | | | End Date (mo/day/yr) | | | | | |
| Company Name | | | | Supervisor’s Name | | | | Phone Number | | | | | |
| City | | | | State | | | | Zip | | | | | |
| Duties: | | | |
| Reason for Leaving | | | | Starting Salary | | | | Ending Salary | | | | | |
| **Job Title #4** | | | | Start Date (mo/day/yr) | | | | End Date (mo/day/yr) | | | | | |
| Company Name | | | | Supervisor’s Name | | | | Phone Number | | | | | |
| City | | | | State | | | | Zip | | | | | |
| Duties: | | | |
| Reason for Leaving | | | | Starting Salary | | | | Ending Salary | | | | | |

I certify that the facts set forth in this Application for Employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements, omissions or misrepresentations may result in my dismissal. I authorize the Employer to make an investigation of any of the facts set forth in this application and release the Employer from any liability. The employer may contact any listed references on this application.

I acknowledge and understand that the company is an “at will” employer. Therefore, any employee (regular, temporary, or other type of category employee) may resign at any time, just as the employer may terminate the employment relationship with any employee at any time, with or without cause, with or without notice to the other party.

Applicant Signature Date