

For HR Use Only
Interview Date: ____/____/____
Interview Time: _____

FAMILY FORUM, INC.
PRE-EMPLOYMENT APPLICATION

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation or any other legal protected status.

Position applied for: _____ Date: ____/____/____
Qualifications required: _____
Do you meet these requirements? Yes <input type="checkbox"/> No <input type="checkbox"/>

PLEASE PRINT	
First Name: _____	Last Name: _____
Address: _____	City/State/ZIP: _____
Home Phone #: _____	Work Phone #: _____

Do you have a legal right to be employed in the United States? Yes (proof required if hired) No

Are you over the age of 18? Yes No

Are there any crimes pending or have you ever been convicted of any crime against or involving children?
Yes No If yes, please explain:

Family Forum, Inc. complies with WI Stats. 111.33 – 111.36, section 111.321, prohibiting acts of employment discrimination based on arrest and conviction records. Applicants have the right to challenge the accuracy and completeness of any information contained in a criminal record before any final determination is made.

Have you worked for Family Forum, Inc. before? Yes <input type="checkbox"/> No <input type="checkbox"/>	Dates: From _____ to _____
	<small>mo/yr mo/yr</small>
Rate of pay _____ Position _____	
Reason for leaving _____	

EDUCATION

	Name and Address	Degree/Certificate Major/Minor	Did you graduate?
High School			Yes <input type="checkbox"/> No <input type="checkbox"/>
Technical College			Yes <input type="checkbox"/> No <input type="checkbox"/>
Private College or University			Yes <input type="checkbox"/> No <input type="checkbox"/>
Additional Education			Yes <input type="checkbox"/> No <input type="checkbox"/>

*** For degreed positions we will require a copy of transcripts ***

EXPERIENCE

	Name and Address	Dates From / To	Hours	Briefly describe Duties
Student Teaching				
Working with Children				
Working with Families				
Volunteer Service				
Transportation				
Food Service Serving/Cooking Prep				
Office Support				

PRESENT AND PAST EMPLOYMENT (Beginning with most recent)

Employer: _____ Dates: ___ / ___ / ___ to ___ / ___ / ___

Address: _____ Salary: _____

Supervisor: _____ Phone: _____

Duties: _____

Reason for Leaving: _____

Employer: _____ Dates: ___ / ___ / ___ to ___ / ___ / ___

Address: _____ Salary: _____

Supervisor: _____ Phone: _____

Duties: _____

Reason for Leaving: _____

Employer: _____ Dates: ___ / ___ / ___ to ___ / ___ / ___

Address: _____ Salary: _____

Supervisor: _____ Phone: _____

Duties: _____

Reason for Leaving: _____

Employer: _____ Dates: ___ / ___ / ___ to ___ / ___ / ___

Address: _____ Salary: _____

Supervisor: _____ Phone: _____

Duties: _____

Reason for Leaving: _____

• Can Family Forum, Inc. contact your current or previous employers? Yes

No

REFERENCES

Name:	Address:	City/State/ZIP:	Home/Work Phone:
1.			
2.			
3.			
4.			

*** References will be contacted. Please ensure that contact information is accurate. ***

APPLICANTS ACKNOWLEDGEMENT

I certify that the information provided on this application is true and complete to the best of my knowledge. I authorize the investigation of any statements in this application. I authorize the release of information for reference checks, from references listed above and past and current employers.

I understand that if offered a job, it may be conditioned on the results of a physical examination, drug test and background check. I also understand that employment with this organization is “ at Will” which means the employer or the employee may terminate the relationship at any time with or without just cause. I understand that false or misleading information provided on my application or interview may result in discharge. I understand that I am required to abide by all policies and procedures of the employer.

Signature of Applicant: _____ Date: ____/____/____

Family Forum, Inc.
1507 Tower Ave., Suite 312
Superior, WI 54880

**FAMILY FORUM, INC.
SELF IDENTIFICATION**

Name: (please print) _____
Position applying for: _____

Date: ____/____/____

Family Forum, Inc. wishes to voluntarily comply with various laws and regulations which require us to file annual statistical reports on applicants for employment. In addition, we wish to protect the handicapped and disabled veterans. Submission of this information by you is voluntary. Please be assured that you will not be subjected to any adverse treatment if you do not provide the information requested. This information will not be provided to the hiring & screening committee.

APPLICANTS IDENTIFYING THEMSELVES AS HANDICAPPED

1. Are you a handicapped individual or do you have any physical condition or handicap which may limit your ability to perform the position for which you are applying? Yes _____ No _____
2. If yes, what accommodations are needed, if selected, for an interview? _____

You are not required to provide the above information concerning a handicap. If you do, it will be kept confidential.

APPLICANTS IDENTIFYING THEIR GENDER AND RACE: (circle one)

Male

Female

EEO CLASSIFICATION: (check one)

- White (Not of Hispanic Origin) _____
Black (Not of Hispanic Origin) _____
Hispanic _____
Asian or Pacific Islander _____
American Indian or Alaskan Native _____
Other (Identify) _____

I do not wish to disclose this information.

Signature: _____ Date: ____/____/____

Return To: Human Resource Manager
Family Forum, Inc.
1507 Tower Ave., Suite 312
Superior, WI 54880