

Multi-Cultural Resource Center for Children & Families Inc. (MRC)
EMPLOYMENT APPLICATION
Equal Opportunity Employer



GENERAL

NAME (Last) _____ (First) _____ (Middle Initial) _____	TELEPHONE (Area Code) _____ EMAIL ADDRESS: _____
OTHER NAMES USED _____	
CURRENT ADDRESS _____	
SOCIAL SECURITY NUMBER _____	
ARE YOU AUTHORIZED TO WORK IN THE UNITED STATES? <input type="checkbox"/> YES <input type="checkbox"/> NO	ARE YOU AT LEAST 18 YEARS OF AGE? IF NOT, DO YOU HAVE A WORK PERMIT? <input type="checkbox"/> YES <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NO
HOW WERE YOU REFERRED TO OUR AGENCY (MRC)? _____	
PREVIOUS EMPLOYMENT WITH MRC (If any, give dates, position, location) _____	
RELATIVES EMPLOYED BY MRC (If any, give dates, positions) _____	
HAVE YOU BEEN CONVICTED OF, PLEAD GUILTY TO, AND/OR PLED <i>NOLO CONTENDRE</i> TO A CRIME (FELONY OR MISDEMEANOR, INCLUDING BUT NOT LIMITED TO SEXUAL OFFENDER CRIMES, THEFT, BANKING FRAUD, DRUG AND/OR ALCHOHOL-RELATED OFFENSES, ASSAULT, ETC.)? If yes, please explain (state, date, court, type of crime, place of occurrence, disposition): <input type="checkbox"/> YES _____ <input type="checkbox"/> NO _____	

Note: Conviction of a crime will not necessarily disqualify you for employment. Each conviction will be judged on its own merit with respect to time and job relatedness.

POSITION APPLIED FOR

TITLE OR CATEGORY _____	SALARY REQUIREMENTS _____
DATE AVAILABLE _____	WILLINGNESS TO TRAVEL? (Approximate percentage if position indicates) _____

EDUCATION

SCHOOL	NAME AND LOCATION	MAJOR	GRADUATE		DEGREE
			YES	NO	
HIGH SCHOOL					
COLLEGE OR UNIVERSITY					
OTHER SCHOOLS (Graduate, technical, business, military, etc.)					

WORK EXPERIENCE

Start with current or last employer first. Do not detail duties and responsibilities if described in attached resume.

COMPANY NAME		YOUR TITLE	
COMPANY ADDRESS (Street & No.)		(City)	(State) (Zip)
START DATE	END DATE	STARTING SALARY	LAST SALARY
SUPERVISOR'S NAME	SUPERVISOR'S TITLE	TELEPHONE	MAY WE CONTACT EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO
BRIEF DESCRIPTION OF DUTIES & RESPONSIBILITIES			
REASON FOR LEAVING			

COMPANY NAME		YOUR TITLE	
COMPANY ADDRESS (Street & No.)		(City)	(State) (Zip)
START DATE	END DATE	STARTING SALARY	LAST SALARY
SUPERVISOR'S NAME	SUPERVISOR'S TITLE	TELEPHONE	MAY WE CONTACT EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO
BRIEF DESCRIPTION OF DUTIES & RESPONSIBILITIES			
REASON FOR LEAVING			

COMPANY NAME		YOUR TITLE	
COMPANY ADDRESS (Street & No.)		(City)	(State) (Zip)
START DATE	END DATE	STARTING SALARY	LAST SALARY
SUPERVISOR'S NAME	SUPERVISOR'S TITLE	TELEPHONE	MAY WE CONTACT EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO
BRIEF DESCRIPTION OF DUTIES & RESPONSIBILITIES			
REASON FOR LEAVING			

ALL APPLICANTS

TYPING SPEED:

PLEASE LIST ALL SOFTWARE APPLICATION SKILLS:

OFFICE MACHINES YOU CAN OPERATE:

AUTHORIZATION TO RELEASE EMPLOYMENT REFERENCE INFORMATION

I understand that the Multi-Cultural Resource Center for Children & Families Inc. (MRC) will attempt to verify statements made on my application and made during my employment interview. I hereby give my permission for my former employers to answer any and all questions based upon information available to them in my prior employment records. I understand that it is possible that my prior employment records may not be accurate. Nonetheless, in consideration of MRC’s review of this application and my candidacy for employment, I release MRC and all former employers from any liability as a result of the furnishing and receiving of this reference information. I understand that my failure to sign this reference release so MRC can contact references and make a full background check of my previous work history will be deemed interference with and a withdrawal of my application for employment. _____ *Yes _____ *No **Initial(s)**_____

JOB APPLICANT AGREEMENT

I understand that Multi-Cultural Resource Center for Children & Families Inc. (MRC) requires certain information about me to evaluate my qualifications for employment and conduct its business if I become an employee. I understand that false, incomplete, or misleading statements on this application may be considered sufficient cause for rejection of my application and for dismissal, if discovered after I am employed by MRC. The use of this application blank does not indicate there are positions open and does not in any way obligate MRC. **Initial(s)** _____

I also authorize MRC to supply information about my employment record, in whole or in part, in confidence to any prospective employer, government agency, or other party having a legal and proper interest, and I hereby release MRC from any and all liability for its providing this information. I understand that I have the right to make a written request within a reasonable period of time for a complete and accurate disclosure of additional information concerning the nature and scope of this investigation. **Initial(s)** _____

Driving Record Check: I am aware that consumer and motor vehicle reports may be obtained as part of my job application. I understand the information obtained may include personal information such as my driving record, and a assessment of my insurability, etc. By signing this form, I hereby authorize MRC (or their authorized representative) to obtain such information and reports, as well as additional reports about me from time to time as deemed appropriate, to evaluate my insurability or for permissible purposes. **Initial(s)** _____

I can perform this job (as detailed verbally or in the job description) with or without reasonable accommodation? **Initial(s)** _____

In consideration of my potential employment, I agree to conform to the rules of MRC. I understand that I have the right to terminate my employment at any time with or without notice, with or without cause, and that MRC has a similar right. I understand my employment by MRC does not constitute a guarantee that any position be continued for any length of time or that any job assignment or shift be permanent.

I understand that I may be required to work scheduled and unscheduled overtime and scheduled weekend and holiday work when required by MRC. I also understand that MRC has the right to modify its policies without giving me any notice of the changes. No promises regarding employment have been made to me. I understand that no one other than the President of MRC has authority to make any other agreement.

Employers must complete Form I-9 to document verification of the identity and employment authorization of each new employee (both citizen and noncitizen) hired after November 6, 1986, to work in the United States. An offer of employment will depend upon MRC’s ability to verify this necessary information.

Applications will not be considered active after the position is filled. I understand that MRC will attempt to verify statements made on my application and made during my employment interview.

Signature

Date

EQUAL OPPORTUNITY EMPLOYER: Qualified applicants receive consideration for employment without discrimination because of age, sex, religion, marital status, race, color, creed, national origin or disability.

(revised 1/12/15)