



Employment Application

Equal Opportunity Employer

DB

Anu Family Services, Inc. is an equal opportunity employer and considers applicants for all positions on the basis of qualifications and without regard to race, ethnicity, religion, gender, age, marital status, disability, sexual orientation or any other legally protected status. No question in this application is used for the purpose of limiting or excusing any applicant's consideration for employment on a basis prohibited by local, state, or federal law.

PLEASE PRINT

General Information

Name: _____ Date: _____
First Middle Last

Address: _____ City: _____ State: ____ Zip: _____

Best way for us to reach you:

Home Phone: _____ Work Phone: _____ Mobile: _____ E-mail: _____

Position applied for: _____ Full-time Part-time Substitute

Hours you are available to work: _____ - _____ (Please indicate AM and/or PM)

Referral Source: *(circle one)*

Newspaper Ad Internet Ad Anu Web-Site Personal Referral Agency Other

Are you legally eligible for employment in the USA? YES NO

(Proof of identity and eligibility will be required upon employment.)

Date available to begin employment ____/____/____

Have you been convicted of a felony in the last seven (7) years? YES NO

(Such conviction may be relevant if job related, but does not necessarily bar you from employment.)

Employment History

Please complete thoroughly even though some information may also appear on your resume. List your last four employers, including military and former employment with Anu, **starting with the most recent.**

EMPLOYER	PHONE	DATES EMPLOYED	
		FROM	TO
EMPLOYER'S COMPLETE ADDRESS			
JOB TITLE		RATE OF PAY	
IMMEDIATE SUPERVISOR AND TITLE	MAY WE CONTACT FOR REFERENCE?	\$	PER HR? PER YR?
	<input type="checkbox"/> YES <input type="checkbox"/> NO		
SUMMARIZE THE NATURE OF THE WORK PERFORMED AND JOB RESPONSIBILITIES.			
REASON FOR LEAVING			

Employment History *(Continued)*

EMPLOYER	PHONE	DATES EMPLOYED FROM TO	
EMPLOYER'S COMPLETE ADDRESS			
JOB TITLE		RATE OF PAY	
IMMEDIATE SUPERVISOR AND TITLE	MAY WE CONTACT FOR REFERENCE? <input type="checkbox"/> YES <input type="checkbox"/> NO	\$	PER HR? PER YR?
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Educational Background

High School Diploma or GED? YES NO

List College or other Post-Secondary School Programs:

SCHOOL	YEARS COMPLETED	DEGREE/ CERTIFICATE	MAJOR

Graduate School Programs:

SCHOOL	DEGREE/ CERTIFICATE	MAJOR

Continuing Education or other experience relevant to this position and/or Anu's Mission:

Professional Licenses

TYPE OF LICENSE	LICENSE NUMBER	EXPIRATION DATE	STATE

Professional References

NAME	RELATIONSHIP	TELEPHONE NUMBER

DISCLAIMER AND ACKNOWLEDGEMENT

I certify that the information contained in this application is correct to the best of my knowledge. I understand that to falsify or misrepresent information is grounds for refusing to hire me, or discharging me at anytime should I be hired.

I authorize any of the persons and organizations listed in this application to give you any and all information concerning my previous employment, education and qualifications for employment. I also authorize you to request and receive such information. I understand that any offer is contingent upon acceptable reference checks. I also understand that any offer is contingent upon successful completion of appropriate background checks.

In consideration for my employment, I agree to conform to the policies and procedures of Anu Family Services, Inc. I acknowledge that policies may change, be withdrawn or interpreted at any time, at Anu's sole option and without prior notice to me.

I understand that no representative of Anu has any authority to enter any agreement for employment for any specified period of time or to promise any other personnel action., either before or after I accept employment, or to guarantee any benefits or terms or conditions of employment or to make any other agreement which is contrary to this agreement. I understand that anything said during the selection process shall not be deemed to constitute the terms of an implied employment contract.

I also acknowledge that employment is an "at will" relationship and may be terminated, or any offer or acceptance of employment withdrawn, at any time, with or without cause and with or without prior notice at the option of Anu Family Services, Inc. or myself.

I have read and understand this agreement.

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

For Human Resources Use Only

Position: _____ Hired Not Hired
Start Date: _____ Exempt Non-exempt
 Current Employee New Employee Rehire
EEO Classification: Manager Professional Secretary/Clerical Technician
Consider for other positions? Yes No

Notes:

Completed by: _____ Date: ____/____/____