

# *Inside Out Early Intervention*

## **EMPLOYMENT APPLICATION**

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

Emergency Contact # \_\_\_\_\_ Relationship \_\_\_\_\_

Position Applying For? \_\_\_\_\_

Availability?      \_\_\_ Part time      \_\_\_ Full Time      \_\_\_ Temporary

Are you willing to travel?      \_\_\_ No      \_\_\_ Yes (How far? \_\_\_ miles)

When will you be available to begin work?      Date \_\_\_\_\_

How did you hear about us? \_\_\_\_\_

### **EDUCATIONAL HISTORY**

#### **High School:**

<i>Name</i>	<i>Address</i>	<i>Dates Attended</i>	<i>Diploma?</i>
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_____	_____	_____	_____
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#### **College/University/Tech. Training/Other:**

<i>Name(s)</i>	<i>Address</i>	<i>Dates Attended</i>	<i>Degree(s)?</i>
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_____	_____	_____	_____
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_____	_____	_____	_____
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**EMPLOYMENT HISTORY**

List all positions held for the past seven to ten years chronologically, starting with the most recent. You may also include any volunteer work. You may copy this page if you need additional space.

<b>Employer's Name and Address:</b> _____ _____ _____	<b>Dates of Employment (Mo/Yr):</b> <b>From:</b> ___/___ <b>To:</b> ___/___
<b>Starting Position:</b> _____	<b>Supervisor's Name, Title &amp; Ph. Number:</b> _____ _____
<b>Starting Salary:</b> \$ _____ per _____	<b>Reason for Leaving:</b> _____ _____
<b>Ending Position:</b> _____	
<b>Ending Salary:</b> \$ _____ per _____	

<b>Employer's Name and Address:</b> _____ _____ _____	<b>Dates of Employment (Mo/Yr):</b> <b>From:</b> ___/___ <b>To:</b> ___/___
<b>Starting Position:</b> _____	<b>Supervisor's Name, Title &amp; Ph. Number:</b> _____ _____
<b>Starting Salary:</b> \$ _____ per _____	<b>Reason for Leaving:</b> _____ _____
<b>Ending Position:</b> _____	
<b>Ending Salary:</b> \$ _____ per _____	

<b>Employer's Name and Address:</b> _____ _____ _____	<b>Dates of Employment (Mo/Yr):</b> <b>From:</b> ___/___ <b>To:</b> ___/___
<b>Starting Position:</b> _____	<b>Supervisor's Name, Title &amp; Ph. Number:</b> _____ _____
<b>Starting Salary:</b> \$ _____ per _____	<b>Reason for Leaving:</b> _____ _____
<b>Ending Position:</b> _____	
<b>Ending Salary:</b> \$ _____ per _____	

**Employer's Name and Address:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Dates of Employment (Mo/Yr):**

**From:** \_\_\_/\_\_\_ **To:** \_\_\_/\_\_\_

**Supervisor's Name, Title & Ph. Number:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Starting Position:** \_\_\_\_\_

**Starting Salary:** \$ \_\_\_\_\_ per \_\_\_\_\_

**Ending Position:** \_\_\_\_\_

**Ending Salary:** \$ \_\_\_\_\_ per \_\_\_\_\_

**Reason for Leaving:**

\_\_\_\_\_  
\_\_\_\_\_

**Employer's Name and Address:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Dates of Employment (Mo/Yr):**

**From:** \_\_\_/\_\_\_ **To:** \_\_\_/\_\_\_

**Supervisor's Name, Title & Ph. Number:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Starting Position:** \_\_\_\_\_

**Starting Salary:** \$ \_\_\_\_\_ per \_\_\_\_\_

**Ending Position:** \_\_\_\_\_

**Ending Salary:** \$ \_\_\_\_\_ per \_\_\_\_\_

**Reason for Leaving:**

\_\_\_\_\_  
\_\_\_\_\_

**Employer's Name and Address:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Dates of Employment (Mo/Yr):**

**From:** \_\_\_/\_\_\_ **To:** \_\_\_/\_\_\_

**Supervisor's Name, Title & Ph. Number:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Starting Position:** \_\_\_\_\_

**Starting Salary:** \$ \_\_\_\_\_ per \_\_\_\_\_

**Ending Position:** \_\_\_\_\_

**Ending Salary:** \$ \_\_\_\_\_ per \_\_\_\_\_

**Reason for Leaving:**

\_\_\_\_\_  
\_\_\_\_\_

**NOTE: We may contact all of the employers on this application unless you specifically exclude them below. Please list any employers you do not want us to contact and your reason for the exclusion:**

\_\_\_\_\_  
(Employer's Name) Reason

\_\_\_\_\_  
(Employer's Name) Reason

**PERSONAL REFERENCES:**

	<i>Name</i>	<i>Phone</i>	<i>Relationship to You</i>
1.	_____	_____	_____
2.	_____	_____	_____

Do we have your permission to conduct a criminal background check? Yes \_\_\_ No \_\_\_

Have you ever been convicted of a sex-related or child abuse-related crime? Y \_\_\_ N \_\_\_

Have you ever been convicted of a misdemeanor or felony? Yes \_\_\_ No \_\_\_

If yes please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I certify that all information given herein is true and complete to the best of my knowledge. I understand and agree that any misstatements or omissions of information contained herein are likely to cause forfeiture of my opportunity to be employed with Inside Out, Inc. In the event that I am employed with Inside Out, Inc., I understand that false or misleading information given by me in my application or interview(s) may result in termination.**

**I understand and acknowledge that in the event of employment that I will be required to abide by all rules, regulations, and policies of Inside Out, Inc.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**\* If selected for employment you will be required to have your fingerprints taken and submitted for a background check. We also require proof of a TB screening from a doctor.**

# SCHEDULE AVAILABILITY

Name \_\_\_\_\_ Date \_\_\_\_\_

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<i>AM</i>	<i>9-12</i>	<i>9-12</i>	<i>9-12</i>	<i>9-12</i>	<i>9-12</i>	<i>9-12</i>
<i>PM</i>	<i>1-4</i>	<i>1-4</i>	<i>1-4</i>	<i>1-4</i>	<i>1-4</i>	<i>1-4</i>

Please circle all shifts that you are available to work. There may be a little flexibility with the times and/or times of available shifts may differ from those above. If you have any anticipated obligations such as vacations, planned surgeries, etc. please list them at the bottom of this page.

Additionally, if the schedule you indicated above is only temporary please make a notation as to when you anticipate it changing and what your future availability will entail.

Thank you.