



Interviewed By:	
Name: _____	Date: _____
Name: _____	Date: _____

## EMPLOYEE APPLICATION

Requisition # _____
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APPLICANT INFORMATION			
Last Name	First	M.I.	Date
Other Names Used (to verify employment/educational history)			
Street Address		Apartment/Unit #	
City	State	ZIP	
Phone ( )	E-mail Address		
Date Available	If hired, can you provide a TB test?		
Position(s) Applied for	Cell or other Phone Number: ( )		
If employed, can you produce verification of your legal right to work in the United States? _____ (New employees are required to produce documents on the first day of employment that verify their legal right to work in the United States and to declare under penalty of perjury that these documents are their own and genuine.)			
Have you ever worked for this company? YES <input type="checkbox"/> NO <input type="checkbox"/> If so, when?			
Do you have any relatives or friends that work for this company? YES <input type="checkbox"/> NO <input type="checkbox"/> If so, who?			
Have you ever been convicted of a criminal offense, felony or misdemeanor? ( <b>Do not</b> include any conviction related to marijuana dated more than two years ago, or any post-trial diversion program, or any legally expunged conviction.)	YES <input type="checkbox"/> NO <input type="checkbox"/>	If yes, explain the nature of the crime(s), when and where convicted, and disposition of the case.	
Are you currently awaiting trial for any criminal offense?	YES <input type="checkbox"/> NO <input type="checkbox"/>		
Have you ever initiated an act of violence in your workplace?	YES <input type="checkbox"/> NO <input type="checkbox"/>		
Please explain any "yes" answer above fully so that individual circumstances can be considered. Use additional paper if needed.			
(No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The nature of the offense, the date of the offense, the surrounding circumstances, and the relevance of the offense to the position(s) may, however, be considered.)			
If hired, do you have a reliable means of transportation to and from work?	YES <input type="checkbox"/> NO <input type="checkbox"/>		
Are you at least 18 years old? (If under 18, hire is subject to verification that you are minimum legal age.)	YES <input type="checkbox"/> NO <input type="checkbox"/>		
Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodations?	YES <input type="checkbox"/> NO <input type="checkbox"/>		
If no, describe the functions that cannot be performed.			
(Note: We comply with ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Offer may be made contingent on applicant passing a job-related physical examination and/or skill and agility testing.)			

EDUCATION				
High School		Address		
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
College		Address		
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Other		Address		
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<b>Credentials Held/Expiration Date:</b>				
<b>Languages(s) Spoken:</b>				
Are you currently employed by a school district?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Name of District:		Position:		
Do you have tutoring experience? (explain):				
<b>Please note: You must be qualified, licensed, and insurable in order to hold any position that requires driving.</b>				

REFERENCES	
<i>Please list two professional references.</i>	
Full Name	Relationship
Company	Phone ( )
Address	
Full Name	Relationship
Company	Phone ( )
Address	

PREVIOUS EMPLOYMENT (PLEASE DO NOT WRITE "SEE RESUME")			
Company	Phone ( )		
Address	Supervisor		
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Company	Phone ( )		
Address	Supervisor		

Job Title		Starting Salary \$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

HOURS OF AVAILABILITY					
Monday	From:	To:	Tuesday	From:	To:
Wednesday	From:	To:	Thursday	From:	To:
Friday	From:	To:	Saturday	From:	To:
Sunday	From:	To:			

**AUTHORIZATION** Please Read Carefully, Initial Each Paragraph and Sign Below

\_\_\_\_\_ I request and authorize investigation by **Encourage Tomorrow**, of all statements contained in this application. I affirm that the information provided in this application for employment (and/or accompanying resume, if any) is true and complete to the best of my knowledge. I understand that falsification (including misrepresentation or omission of facts) may result in immediate removal of my application from consideration or may be considered sufficient justification for termination of employment arising from this application regardless of when such falsification is discovered. I request and authorize **Encourage Tomorrow** to secure information related to this application and my experience, certification and/or licensure from former employers, educational institutions and sources of certification or licensing and governmental/judicial agencies (including, but not limited to, the Social Security Administration and Department of Motor Vehicles). I authorize those parties to provide such information to **Encourage Tomorrow** and release them and **Encourage Tomorrow** from any liability arising therefrom.

\_\_\_\_\_ I specifically request, authorize and consent to **Encourage Tomorrow's** thorough investigation of whether I have a record of criminal convictions, and if so, the nature of such criminal convictions and all surrounding circumstances available through lawful means. **Encourage Tomorrow** has advised me that its criminal background check will focus on convictions and that a criminal record will not necessarily disqualify me from employment.

\_\_\_\_\_ I understand that nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and the company. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or the company, and that no promises of representations contrary to the foregoing are binding on the company unless made in writing and signed by me and the Company's designated representative.

**Please Note:** You should not rely upon a conditional offer of employment from **Encourage Tomorrow**, or otherwise engage in any activity based upon a conditional offer of employment. Unless or until an offer of employment is made that has no contingencies, you should not take any action that could result in financial loss if a conditional offer is withdrawn, such as giving notice of intent to terminate current employment, selling real estate, of incurring any other costs associated with accepting employment with **Encourage Tomorrow**. No such activity should be undertaken until after you have been informed by **Encourage Tomorrow** that the employment offer is no longer conditional.

\_\_\_\_\_ Should a search of public records (including records documenting an arrest, indictment, conviction, civil judicial action, tax lien or outstanding judgment) be conducted by internal personnel employed by the Company, I am entitled to copies of any such public records obtained by the Company unless I mark the check box below. If I am not hired as a result of such information, I am entitled to a copy of any such records even though I have checked the box below.

\_\_\_\_\_ I waive receipt of a copy of any public record described in the paragraph above.

**Please Note:** **Encourage Tomorrow**, considers applications for only 30-days. If you wish to be considered after 30 days from the date of your application, please reapply.

By signing below you acknowledge that you have read the above statements thoroughly and understand their contents. If you are unclear about any of the above statements, please ask the Company's designated representative before you sign.

**DISCLAIMER AND SIGNATURE**

I certify that my answers are true and complete to the best of my knowledge. I agree a photocopy or telephonic facsimile of this authorization shall be valid as the original.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature:

Date:

We are happy that you have chosen to apply for employment with Encourage Tomorrow. When considering employment with us, please keep in mind the following principles. Please review these principles when applying for this position and if your personality and expectations align with Encourage Tomorrow. Please read this page carefully and initial that you agree and understand our expectations.

\_\_\_\_\_ **Encourage Tomorrow is a fast-paced work environment.** We expect our employees to be able to handle multiple tasks and projects performed with thoughtfulness and excellence. When we consider a new addition to our team, we are extremely interested in what your strengths and experiences are and how they make a contribution to our organization. Additionally, we look for strong, self-sufficient employees, who will take ownership of their obligations and duties and will work as a team and be willing to perform other duties as assigned.

\_\_\_\_\_ **Quality and excellence is a priority in everything we do.** We have high expectations of all employees. Every employee is critical to helping us carry out our mission "The **mission** of Encourage Tomorrow is to provide quality educational programs that empower students and families to become resilient and maintain healthy lifestyles." We look for employees who will be persistently looking for, and thinking about how we can provide our programs while minimizing our costs and offering the finest quality programs for the children and families we serve.

\_\_\_\_\_ **Every employee at Encourage Tomorrow has a role in the community.** Your interaction with the children, parents, teachers, school districts, volunteers, funders and community members will often establish their impression of our organization. At work, all employees are expected to dress professionally, conduct themselves in a respectful and professional manner at all times, and always use good judgment when interacting with **anyone** on behalf of the organization. We look for employees who can use good judgment in every situation. Furthermore, we cannot control your personal choices outside work, but we expect that your personal choices will never affect **Encourage Tomorrow** in a harmful way.

\_\_\_\_\_ **Encourage Tomorrow prides ourselves on having a healthy work environment.** We do not tolerate employee gossip or unnecessary "office politics." We expect employees to handle conflict and disagreements in a mature and professional manner at all times and follow the appropriate chain of command if and/or when issues arise.

I understand and agree with the expectations stated above.

Signature:

Date: