



We do background/drug checks on all applicants.  
We do NOT hire felons.

### EMPLOYMENT APPLICATION

#### APPLICANT INFORMATION

Last Name: \_\_\_\_\_ First : \_\_\_\_\_ M.I. \_\_\_\_\_ Date: \_\_\_\_\_

Street Address: \_\_\_\_\_ Apartment/Unit#: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Available Immediately:  Yes  No

Position Applying For: \_\_\_\_\_

Are you a citizen of the United States?  Yes  No If no, are you authorized to work in the U.S?  Yes  No

Do you have a current Driver's License?  Yes  No If no, explain: \_\_\_\_\_

Have you ever been convicted of a felony?  Yes  No If yes, you are not eligible for employment

What is the hourly wage you are asking for? \_\_\_\_\_

#### EDUCATION

High School: \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Did you graduate?  Yes  No

College \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Did you graduate?  Yes  No

Other \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Did you graduate?  Yes  No

#### REFERENCES (Please list 2 professional references & 1 personal)

Full Name \_\_\_\_\_ Relationship \_\_\_\_\_

Company \_\_\_\_\_ Phone: \_\_\_\_ (\_\_\_\_) \_\_\_\_\_

Full Name \_\_\_\_\_ Relationship \_\_\_\_\_

Company \_\_\_\_\_ Phone \_\_\_\_ (\_\_\_\_) \_\_\_\_\_

Full Name \_\_\_\_\_ Relationship \_\_\_\_\_

How long have you known this person? \_\_\_\_\_ Phone \_\_\_\_ (\_\_\_\_) \_\_\_\_\_

3405 N. Higley Rd. ♦ Mesa, AZ ♦ 85215  
(480) 832-2540 ♦ (480) 832-2041 fax



**PREVIOUS EMPLOYMENT** (List all previous employment within the last 5 years. Attach additional sheet if needed)

Company: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Job Title: \_\_\_\_\_ Supervisor \_\_\_\_\_

Responsibilities \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

May we contact your previous employer for a reference?  Yes  No

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Company: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Job Title: \_\_\_\_\_ Supervisor \_\_\_\_\_

Responsibilities \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

May we contact your previous employer for a reference?  Yes  No

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Company: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Job Title: \_\_\_\_\_ Supervisor \_\_\_\_\_

Responsibilities \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

May we contact your previous employer for a reference?  Yes  No



**PROFESSIONAL CERTIFICATIONS AND LICENSES RELEVANT TO THE POSITION**

<u>Type of Certification / License</u>	<u>Name of Institution</u>	<u>Reg./License No:</u>	<u>State</u>	<u>Expiration Date</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**OTHER SKILLS RELEVANT TO THE POSITION (Please specify)**

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

**DISCLAIMER AND SIGNATURE**

I certify that all answers given by me to the forgoing questions and statements made by me on this application are true, accurate, and complete to the best of my knowledge and belief. I understand that falsification, misrepresentation or omission of facts on the application (and any other accompanying or required documents) will be cause for denial of employment or immediate termination of employment by Sunshine Acres Children’s Home.

I understand that Sunshine Acres children’s Home is a drug, alcohol and smoking free work environment.

I agree to take a required drug test before I may be accepted for employment.

I authorize Sunshine Acres Children’s Home to investigate all statements and information contained in this application and to obtain related information from my previous employment and education background. I authorize all persons, schools, employers, or other organizations listed in this application to provide Sunshine Acres Children’s Home, with any information requested related to my qualifications for employment.

I understand that Sunshine Acres Children's Home conducts criminal background checks on all candidates and employment is contingent upon satisfactory responses to these background checks.

I further understand that any job offer made will be contingent on satisfactory completion of reference checks and my ability to provide necessary documentation of my U.S. citizenship or work authorization in the U.S. within 72 hours of the date of hire.

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: \_\_\_\_\_

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CONFIDENTIAL

Background Check Authorization

Print Name: (First) (Middle) (Last)

Former Name(s) and Date Used:

Current Address Since: (MO/YY) (Street) (City) (State / Zip)

Previous Address From: (MO/YY) (Street) (City) (State / Zip)

Previous Address From: (MO/YY) (Street) (City) (State / Zip)

Social Security Number: DOB:

Telephone Number: Driver's License Number/State:

The information contained in this application is correct to the best of my knowledge. I hereby authorize Sunshine Acres Children's Home and its designated agents and representatives to conduct a comprehensive review of my background. A consumer report and / or an investigative consumer report can be generated for employment and/or volunteer purposes. I understand that the scope of the consumer report/investigative consumer report may include, but is not limited to the following areas: verification of social security number, credit reports, current and previous residences, employment history, education background, character references; drug testing, civil and criminal history records from any criminal justices agency in any or all federal, state, county jurisdictions; driving records, birth records, and any other public records.

I further authorize any individual company, firm, corporation, or public agency (including the Social Security Administration and law enforcement agencies) to divulge any and all information, verbal or written, pertaining to me, to Sunshine Acres Children's Home or its agents. I further authorize the complete release of any records or data pertaining to me which the individual, company, firm, corporation, or public agency may have, to include information or data received from other sources.

Sunshine Acres Children's Home and tss designated agents and representatives shall maintain all information received from this authorization in a confidential manner in order to protect the applicant's personal information, including, but not limited to, addresses, social security numbers, and dates of birth.

Signature Date:

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Notice to California, Minnesota and Oklahoma Residents:

Please check the box below if you wish to receive a copy of a consumer report that is requested.

[ ] I wish to receive a copy of any Background Check Request on me that is requested.

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