

Employment History
Start with Present or Most Recent Employer

Employer Name: _____ Telephone: (____) _____ - _____

Address: _____

Employed (Month &

Year) _____

Job Title: _____ From: _____ To: _____

Supervisor: _____ Hourly Rate or Annual Salary: _____

Reason for Separation: _____

Duties & Responsibilities: _____

Employer Name: _____ Telephone: (____) _____ - _____

Address: _____

Employed (Month &

Year) _____

Job Title: _____ From: _____ To: _____

Supervisor: _____ Hourly Rate or Annual Salary: _____

Reason for Separation: _____

Duties & Responsibilities: _____

Employer Name: _____ Telephone: (____) _____ - _____

Address: _____

Employed (Month &

Year) _____

Job Title: _____ From: _____ To: _____

Supervisor: _____ Hourly Rate or Annual Salary: _____

Reason for Separation: _____

Duties & Responsibilities: _____

Employer Name: _____ Telephone: (____) _____ - _____

Address: _____

Employed (Month &

Year) _____

Job Title: _____ From: _____ To: _____

Supervisor: _____ Hourly Rate or Annual Salary: _____

Reason for Separation: _____

Duties & Responsibilities: _____

Employer Name: _____ Telephone: (____) ____ - _____

Address: _____

Employed (Month & Year) _____

Job Title: _____ From: _____ To: _____

Supervisor: _____ Hourly Rate or Annual Salary: _____

Reason for Separation: _____

Duties & Responsibilities: _____

Skills and Qualifications: Summarize special skills and qualifications from past employment or experience that may qualify you for work with our agency: _____

List professional, trade, business, and civic activities and offices held: _____

Military Service (if applicable): _____ Period of Active Duty
Branch of Service: _____ From: _____ To: _____

Employment References:

<u>Name</u>	<u>Position</u>	<u>Telephone #</u>	<u>Years Known</u>
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1. _____

2. _____

3. _____

Were you referred by a staff member currently employed at Futures Unlimited, Inc.? _____

If yes, please name _____

Are you legally eligible for employment in the United States? _____

Do you have any condition which would prevent you from performing certain jobs? _____

If yes, please explain: _____

If yes, is there any way we can accommodate this condition? _____

Have you ever been convicted of a crime? _____ If yes, please explain: _____

Drivers Information:

Do you have a valid driver's license? _____

Have you had a traffic violation in the past 5 years? _____ If yes, please explain: _____

Please describe one personal characteristic about yourself, which you would like for us to know when we consider your application: _____

Employment Application Agreement

I understand and agree that any misrepresentation by me in this application will be sufficient cause for discharge from employment. Furthermore, I understand that just as I am free to resign at any time, the Employer reserves the right to terminate my employment at any time.

I give the Employer the right to investigate all references and to secure additional information about prior employment. I hereby release from liability the Employer and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information.

The Illinois Health Care Worker Background Check and Agency Policies Act requires that Futures Unlimited, Inc. conduct Criminal Background Checks on all the staff. Persons convicted of "certain" felonies (specified in the Act) are prohibited from being employed in a direct care position unless a waiver is granted by The Illinois Department of Human Services/ BALC. Staff will be checked for any substantial findings of abuse or neglect through the Illinois Department of Public Health Care Worker Registry. It is also required that staff have a Pre-Employment Drug Test, and some positions may require a physical function test. I understand that employment is contingent on the results of The Criminal Background Check, the Health Care Worker Registry, and the physical function test (if applicable). You will not be hired if the results from the Drug Test are positive.

This application is current for one year. At the conclusion of this time, if I have not heard from the Employer and still wish to be considered for employment, it will be necessary for me to fill out a new application.

Signature of Applicant

Date

Revised 06/2007
pm