



# Children's Supportive Services, Inc.

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Idaho Falls, ID 83401  
(208) 524-8996  
Fax (208) 524-1205

207 S. Broadway, Suite A  
Blackfoot, ID 83221  
(208) 785-8550  
Fax (208) 785-6972

224 E. Evans Lane, Suite A  
Chubbuck, ID 83202  
(208) 237-4782  
Fax (208) 237-9042

## CHILDREN'S SUPPORTIVE SERVICES APPLICATION FOR EMPLOYMENT

### PLEASE PRINT

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodations in the application and/or interview process should notify the company representatives responsible for the interview.

Position(s) applied for \_\_\_\_\_ Date of Application \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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

Address \_\_\_\_\_

Telephone #: (\_\_\_\_) \_\_\_\_\_ Other Phone #: (\_\_\_\_) \_\_\_\_\_

Referral Source: \_\_\_\_\_ Newspaper \_\_\_\_\_ Job Service \_\_\_\_\_ Employee: \_\_\_\_\_ Relative: \_\_\_\_\_ Other: \_\_\_\_\_

Have you ever been employed here before? \_\_\_\_\_ Yes \_\_\_\_\_ No

Are you legally eligible for employment in this country? \_\_\_\_\_ Yes \_\_\_\_\_ No

Date available for work \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Type of employment desired. \_\_\_\_\_ Full-Time \_\_\_\_\_ Part-Time \_\_\_\_\_ Temporary \_\_\_\_\_ Seasonal

Are you able to meet the attendance requirements of the position? \_\_\_\_\_ Yes \_\_\_\_\_ No

Have you been arrested or convicted of a crime? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please explain \_\_\_\_\_

CONVICTION WILL NOT NECESSARILY BE A BAR TO EMPLOYMENT. AN EXPLANATION MAY BE CONSIDERED IN RELATION TO THE POSITION FOR WHICH YOU ARE APPLYING.

Driver's license number \_\_\_\_\_ State \_\_\_\_\_

### EMPLOYMENT HISTORY

Provide the following information for your work experience and volunteer activities, starting with most recent.

From \_\_\_\_\_ To \_\_\_\_\_ Employer \_\_\_\_\_ Phone \_\_\_\_\_

Job Title \_\_\_\_\_ Address \_\_\_\_\_

Immediate Supervisor & Title \_\_\_\_\_ Summarize the nature of work performed & job responsibilities \_\_\_\_\_

#### Reason for Leaving

Hourly Rate/Salary Start \$ \_\_\_\_\_ per \_\_\_\_\_ Final \$ \_\_\_\_\_ per

From \_\_\_\_\_ To \_\_\_\_\_ Employer \_\_\_\_\_ Phone \_\_\_\_\_

Job Title \_\_\_\_\_ Address \_\_\_\_\_

Immediate Supervisor & Title \_\_\_\_\_ Summarize the nature of work performed & job responsibilities \_\_\_\_\_

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From \_\_\_\_\_ To \_\_\_\_\_ Employer \_\_\_\_\_ Phone \_\_\_\_\_

Job Title \_\_\_\_\_ Address \_\_\_\_\_

Immediate Supervisor & Title \_\_\_\_\_ Summarize the nature of work performed & job responsibilities \_\_\_\_\_



Reason for Leaving \_\_\_\_\_

Hourly Rate/Salary Start \$ \_\_\_\_\_ per \_\_\_\_\_ Final \$ \_\_\_\_\_ per

**MAY WE CONTACT FORMER EMPLOYER?** \_\_\_\_\_ YES \_\_\_\_\_ NO

If NO, please explain \_\_\_\_\_

**SKILLS AND QUALIFICATIONS**

Summarize any training skills, licenses, and/or certificates that may qualify you for being able to perform job-related functions in the position for which you are applying.

**EDUCATIONAL BACKGROUND IF JOB RELATED**

Name and Location	Years Completed	Did you graduate?	Course of Study
High School _____			
College _____	Major _____	Degree _____	
Other _____			

**WORK REFERENCES**

Name	Telephone	Years Known
_____	_____	_____
_____	_____	_____

I UNDERSTAND THAT IF I AM EMPLOYED, ANY MISREPRESENTATION OR MATERIAL OMISSION MADE BY ME ON THIS APPLICATION WILL BE SUFFICIENT CAUSE FOR CANCELLATION OF THIS APPLICATION OR IMMEDIATE DISCHARGE FROM THE EMPLOYER'S SERVICE, WHENEVER IT IS DISCOVERED.

I GIVE THE EMPLOYER THE RIGHT TO CONTACT AND OBTAIN INFORMATION FROM ALL REFERENCES, EMPLOYERS EDUCATIONAL INSTITUTIONS AND TO OTHERWISE VERIFY THE ACCURACY OF THE INFORMATION CONTAINED IN THIS APPLICATION. I HEREBY RELEASE FROM LIABILITY THE EMPLOYER AND ITS REPRESENTATIVES FOR SEEKING, GATHERING AND USING SUCH INFORMATION AND ALL OTHER PERSONS, CORPORATIONS OR ORGANIZATIONS FOR FURNISHING SUCH INFORMATION.

IT IS MY UNDERSTANDING THAT THIS COMPANY IS AN EQUAL OPPORTUNITY EMPLOYER WHICH DOES NOT UNLAWFULLY DISCRIMINATE IN EMPLOYMENT.

IN AN AT-WILL CAPACITY, IF I AM HIRED, I UNDERSTAND THAT I AM FREE TO RESIGN AT ANY TIME, WITH OR WITHOUT CAUSE AND WITHOUT PRIOR NOTICE, AND THE EMPLOYER RESERVES THE SAME RIGHT TO TERMINATE MY EMPLOYMENT AT ANY TIME WITH OR WITHOUT CAUSE AND WITHOUT PRIOR NOTICE, EXCEPT AS MAY BE REQUIRED BY LAW. THE APPLICATION DOES NOT CONSTITUTE AN AGREEMENT OR CONTRACT FOR EMPLOYMENT FOR ANY SPECIFIED PERIOD OR DEFINITE DURATION. I UNDERSTAND THAT NO REPRESENTATIVE OF THE EMPLOYER, OTHER THAN AN AUTHORIZED OFFICER, HAS THE AUTHORITY TO MAKE ANY ASSURANCES TO THE CONTRARY. I FURTHER UNDERSTAND THAT ANY SUCH ASSURANCE MUST BE IN WRITING AND SIGNED BY AN AUTHORIZED OFFICER.

I FURTHER UNDERSTAND AND RESPECT THE PROPRIETARY NATURE OF THIS EMPLOYER, AND IF HIRED, AGREE TO REFRAIN FROM ANY ACTIVITY WHICH MIGHT BE CONSTRUED AS COMPETING WITH THE EMPLOYER. I FURTHER AGREE THAT SHOULD I BE HIRED, AND THEN LEAVE THE EMPLOYMENT OF THIS COMPANY, I WILL REFRAIN FROM ANY ACTIVITY WHICH WOULD TAKE ANY BUSINESS OR CLIENTELE AWAY FROM THE EMPLOYER AND WILL NOT SERVE, OR ENDEAVOR TO SERVE ANY CLIENTS SERVED BY THIS EMPLOYER IN ANY SIMILAR CAPACITY.

I UNDERSTAND IT IS THIS COMPANY'S POLICY NOT TO REFUSE TO HIRE A QUALIFIED INDIVIDUAL WITH A DISABILITY BECAUSE OF THAT PERSON'S NEED FOR A REASONABLE ACCOMMODATION AS REQUIRED BY THE ADA.

I ALSO UNDERSTAND THAT IF I AM HIRED, I WILL BE REQUIRED TO PROVIDE PROOF OF IDENTITY AND LEGAL WORK AUTHORIZATION. ADDITIONALLY, I UNDERSTAND THAT I WILL BE REQUIRED, AS A CONDITION OF EMPLOYMENT, TO COMPLETE AND PASS A CRIMINAL HISTORY AND BACKGROUND CHECK AS REQUIRED OF THE EMPLOYER BY CERTAIN CONTRACTS, AGREEMENTS OR LAWS ASSOCIATED WITH THE OPERATIONS OF THE COMPANY.

I ALSO UNDERSTAND THAT IF I AM HIRED THIS EMPLOYER IS AUTHORIZED TO PROVIDE FACTUAL INFORMATION REGARDING MY EMPLOYMENT HERE TO FUTURE PROSPECTIVE EMPLOYERS.

**I represent and warrant that I have read and fully understand the forgoing and seek employment under these conditions.**

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

INTERVIEW DATE \_\_\_\_\_ EMPLOYMENT OFFERED? YES \_\_\_\_\_ NO \_\_\_\_\_ UNDECIDED \_\_\_\_\_

IF HIRED: START DATE: \_\_\_\_\_ STARTING PAY: \_\_\_\_\_ PER \_\_\_\_\_