



Jewish Family & Children's Service of the Suncoast Inc.  
 2688 Fruitville Road  
 Sarasota, Florida 34237  
 941-366-2224  
 www.jfcs-cares.org

# EMPLOYMENT APPLICATION

Jewish Family & Children's Service of the Suncoast, Inc. is a Drug-Free Workplace.

ADA Notice: If you require any accommodation to assist you in completing this Application, please notify us.

## ABOUT YOU

Name \_\_\_\_\_ Social Security # \_\_\_\_\_  
 Address \_\_\_\_\_ How long at this address? \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Home/Cell Phone#: \_\_\_\_\_ Email: \_\_\_\_\_

✓Have you previously worked for JFCS.? Yes  No   
 Dates \_\_\_\_\_

✓Do you have relatives or friends presently working for JFCS? Yes  No  Name \_\_\_\_\_

✓Are you 18 years of age or over? Yes  No

(If not, employment is subject to verification that you are of legal minimum legal age and can furnish any required work permit.)

## JOB INTEREST

Position(s) Desired: \_\_\_\_\_

Full Time  Part-time  Relief  Temporary  (\_\_\_\_\_ Hours per week desired)

✓Salary Requirements: \_\_\_\_\_ Date you will be available to begin work \_\_\_\_\_

✓Why do you want this position? \_\_\_\_\_

✓Do you have any commitments, including non-compete agreement to another entity, business or person that might affect your employment with Jewish Family & Children's Service of the Suncoast Inc.? Yes  No  If yes, please explain: \_\_\_\_\_

## EDUCATION AND TRAINING

Select Highest Grade Completed: 1 2 3 4 5 6 7 8 9 10 11 12 College: 1 2 3 4 Grad: 1 2 3  
 High School Name \_\_\_\_\_ City/State \_\_\_\_\_

Did you graduate? Yes  No  Date \_\_\_\_\_  
 Receive G.E.D. Yes  No  Date \_\_\_\_\_

COLLEGE, UNIVERSITY, OR OTHER SCHOOL Name \_\_\_\_\_ City/State \_\_\_\_\_  
 Dates of Attendance: From \_\_\_\_\_ To \_\_\_\_\_

Field of Study \_\_\_\_\_  
 Type of Degree Obtained \_\_\_\_\_ Date Obtained \_\_\_\_\_

Other Education or Training \_\_\_\_\_  
 Name of Facility \_\_\_\_\_ City/State \_\_\_\_\_  
 Dates of attendance: From \_\_\_\_\_ To \_\_\_\_\_

**GENERAL INFORMATION:** Do you smoke? Yes  No  If yes, how often? \_\_\_\_\_

**DRIVING RECORD:** If you are applying for a position that requires driving a vehicle, please provide the following information:

✓Driver's License No. \_\_\_\_\_ State \_\_\_\_\_ Expiration Date \_\_\_\_\_

✓Has your license ever been revoked or suspended? Yes  No  If yes, please explain: \_\_\_\_\_

**EMPLOYMENT HISTORY:** List all employment during the past ten years, including Military Service. Please account for all self-employment and gaps in employment. If you were employed under a different name, please provide that name (\_\_\_\_\_). If you have had more than 3 employers in the past 10 years, ask for an additional form.

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**Present or last employer** \_\_\_\_\_ Supervisor \_\_\_\_\_

Mailing address \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Phone# \_\_\_\_\_

Position held \_\_\_\_\_ Salary \_\_\_\_\_

Dates of employment: From \_\_\_\_\_ To \_\_\_\_\_

Duties \_\_\_\_\_

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

May we contact them? Yes  No

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**Employer** \_\_\_\_\_ Supervisor \_\_\_\_\_

Mailing address \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Phone # \_\_\_\_\_

Position held \_\_\_\_\_ Salary \_\_\_\_\_

Dates of employment: From \_\_\_\_\_ To \_\_\_\_\_

Duties \_\_\_\_\_

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

May we contact them? Yes  No

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**Employer** \_\_\_\_\_ Supervisor \_\_\_\_\_

Mailing address \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Phone# \_\_\_\_\_

Position held \_\_\_\_\_ Salary \_\_\_\_\_

Dates of employment: From \_\_\_\_\_ To \_\_\_\_\_

Duties \_\_\_\_\_

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

May we contact them? Yes  No

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**Employer** \_\_\_\_\_ Supervisor \_\_\_\_\_

Mailing address \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Phone# \_\_\_\_\_

Position held \_\_\_\_\_ Salary \_\_\_\_\_

Dates of employment: From \_\_\_\_\_ To \_\_\_\_\_

Duties \_\_\_\_\_

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

May we contact them? Yes  No

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**QUALIFICATIONS:** Are you legally eligible for employment in the US? Yes  No   
(You will be required to provide proof upon an offer of employment)

✓Have you ever committed or been convicted of a crime, entered a plea of nolo contendere (no contest) to a crime or received suspended sentence (regardless of the ultimate adjudication) for a crime? Yes  No

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

✓Do you have any criminal charges currently pending? Yes  No  If yes, please explain \_\_\_\_\_

The existence of a criminal history will not necessarily be a bar to employment.

✓Have you ever been sued for causing the death of, or injury or damage to any person, or for causing destruction of, or damage to property? Yes  No  If yes: Date(s) of lawsuit \_\_\_\_\_

Please explain the nature of the claims in the lawsuit(s) and disposition(s) \_\_\_\_\_

✓Have you been, or are you presently, a named defendant in any legal actions alleging professional negligence?

Yes  No  If yes: Date(s) of action(s) \_\_\_\_\_ . Please explain the nature of the claim(s) in the lawsuit (s) and disposition(s) \_\_\_\_\_

✓If you are applying for a position that requires state or national registration, certification or license, you must furnish us with current proof of registration, certification or license.

Registration, Certification or License No. & Type \_\_\_\_\_

Year \_\_\_\_\_ State(s) \_\_\_\_\_

✓Please review the job description for the position for which you are applying. Are you able to perform the essential job-related functions for that position with or without reasonable accommodation? Yes  No

✓Are there any other experiences, skills or qualifications which you feel especially qualify you for work with Jewish Family & Children's Service of the Suncoast, Inc. \_\_\_\_\_

✓If you are applying for a secretarial position, please state your typing speed: \_\_\_\_\_

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## **APPLICANT'S STATEMENT — PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING**

I understand that Jewish Family & Children's Service of the Suncoast, Inc. will attempt to verify statements made on my application and made during my employment interview. I give permission for my former employers to answer any and all questions based upon information available to them in my prior employment records. In consideration of Jewish Family & Children's Service of the Suncoast, Inc.'s review of this application, I release Jewish Family & Children's Service of the Suncoast, Inc. and all former employers from any liability as a result of the furnishing and receiving of this reference information. I understand that my failure to sign this reference release so that can contact references and make a full background check of my previous work history will be deemed interference with and a withdrawal of my application for employment.

I understand that Jewish Family & Children's Service of the Suncoast Inc. requires certain information about me to evaluate my qualifications for employment and conduct its business if I become an employee. I understand that false, incomplete or misleading statements or omissions on this application or any other pre- or post-employment document will serve as a basis for rejection of my application or for my immediate discharge should such falsifications or misrepresentations be discovered after I am employed.

I authorize references, other persons, companies, corporations, schools, and law enforcement agencies to furnish to Jewish Family & Children's Service, Inc. of the Suncoast Inc. and/or its agents or representatives any information they have concerning me. I understand that I have the right to make a written request within a reasonable period of time for a complete and accurate disclosure of additional information concerning the nature and scope of this investigation. I understand that prior to obtaining any information from a credit reporting service, Jewish Family & Children's Service of the Suncoast, Inc. must first obtain my written consent in a disclosure separate from this application. I understand the Jewish Family & Children's Service of the Suncoast, Inc. shall treat all this information in a confident manner.

I understand that if I am employed by Jewish Family & Children's Service of the Suncoast Inc. I must conform to its policies and rules. I understand that I have the right to terminate my employment at any time with or without notice, with or without cause, and that Jewish Family & Children's Service of the Suncoast, Inc. has a similar right. I understand my employment by Jewish Family & Children's Service of the Suncoast, Inc. does not constitute a guarantee that any position be continued for any length of time or that any job assignment or shift be permanent. I understand that I may be required to work overtime and weekend and holiday when requested by Jewish Family & Children's Service of the Suncoast, Inc. I understand that no one other than the President/CEO of Jewish Family & Children's Service of the Suncoast, Inc. has authority to make any other agreements.

I consent and agree to taking any pre-employment physical examinations and such future physical examinations and any drug or alcohol tests as part of or separate from any such physical examinations, as may be required by Federal or State law/regulation, as well as Jewish Family & Children's Service of the Suncoast, Inc.'s policy.

In addition to the above, I also agree to waive the right to jury trial in any claim arising out of my employment.

The Immigration Reform and Control Act of 1986 requires that employers verify the legal work authorization and identity of all new employees.

If employed, I agree to keep all confidential information about Jewish Family & Children's Service of the Suncoast, Inc. including such information regarding clients and other employees confidential and shall not disclose this information to any unauthorized person whether within or without Jewish Family & Children's Service of the Suncoast, Inc..

I affirm, under penalties of law, that I have a genuine intent to work for Jewish Family & Children's Service of the Suncoast, Inc. and that I have no other purpose or motive for applying for or accepting a position with Jewish Family & Children's Service of the Suncoast, Inc.

Date \_\_\_\_\_ Signature \_\_\_\_\_