



Have you been convicted of a felony within the last seven years?  YES  NO  
(Conviction will not necessarily disqualify applicant from employment.)

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

Veteran of the U.S. Military Service?  YES  NO  
If yes, branch? \_\_\_\_\_

List professional, trade, business or civic activities and office held. Please list any volunteer work & describe.  
(You may exclude those that indicate race, color, religion, sex, or national origin):

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

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**Special Employment Notice to Disabled Veterans, Vietnam Era Veterans, and Individuals with Physical or Mental Handicaps:**

Government contractors are subject to 38 USC 2012 of the Vietnam Era Veterans Readjustment Act of 1974 which requires that they take affirmative action to employ and advance in employment qualified disabled veterans and veterans of the Vietnam Era, and Section 503 of the Rehabilitation Act of 1973, as amended, which requires government contractors to take affirmative action to employ and advance in employment qualified handicapped individuals.

If you are a disabled veteran, or have a physical or mental handicap, you are invited to volunteer this information. The purpose is to provide information regarding proper placement and appropriate accommodation to enable you to perform the job to the best of your ability in a proper and safe manner. This information will be treated as confidential. Failure to provide this information will be jeopardize or adversely affect your consideration for employment.

If you wish to be identified, please sign below.

Handicapped Individual  Disabled Veteran  Vietnam Era Veteran

Signature \_\_\_\_\_

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# Employment Experience

**Start with your present or last job. Include military service assignments and volunteer activities. Exclude organization names which indicate race, color, religion, sex or national origin.**

Employer  ( )	Telephone  ( )	Date Employed From      To	Work Performed
Address			
Job Title		Hourly Rate/Salary Starting      Final	
Supervisor			
Reason for Leaving			
<hr/>			
Employer  ( )	Telephone  ( )	Date Employed From      To	Work Performed
Address			
Job Title		Hourly Rate/Salary Starting      Final	
Supervisor			
Reason for Leaving			
<hr/>			
Employer  ( )	Telephone  ( )	Date Employed From      To	Work Performed
Address			
Job Title		Hourly Rate/Salary Starting      Final	
Supervisor			
Reason for Leaving			
<hr/>			
Employer  ( )	Telephone  ( )	Date Employed From      To	Work Performed
Address			
Job Title		Hourly Rate/Salary Starting      Final	
Supervisor			
Reason for Leaving			

If you need additional space, please continue on a separate sheet of paper.

**Special Skills and Qualifications:** Summarize special skills and qualifications acquired from employment or other experience:

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## EDUCATION

	High School	College/University	Graduate/ Professional
School Name			
Did You Graduate?			
Completed (circle)	9 10 11 12	1 2 3 4	1 2 3 4
Diploma/Degree Major			
Describe Specialized Training, Skills, & Extra-Curricular Activities			
Honors Received			

**State any additional information you feel may be helpful to us in considering your application:**

**I certify that the answers given herein are true and complete to the best of my knowledge.**

**I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.**

**This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.**

**I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an “at will” nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this “at will” employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.**

**In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulation of the employer.**

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Signature of Applicant

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Date

(To be sent to reference by Francis Lauer Youth Services)

In completing reference information, please include at least one past employer. Please *do not* use immediate family members for references. Applicant is to fill in top section only.

**REFERENCES**

Name of Reference: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone Number: Home: \_\_\_\_\_ Work: \_\_\_\_\_

“I authorize \_\_\_\_\_ to divulge all information concerning previous employment and any pertinent information she/he may have, personal or otherwise, and release \_\_\_\_\_ from liability for any damage that may result from furnishing same.”

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

\*\*\*\*\*

**This section is to be completed by the individual providing the reference.**

The above named individual has given your name to Francis Lauer Youth Services as a reference on a job application. Please address each of the four areas below, sign your name, and return in the enclosed envelope. Thank you for your help.

1. How do you know this individual? \_\_\_\_\_

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

2. How long have you know him/her? \_\_\_\_\_

3. Please rate on a scale of 1-5 with 5 being the highest:

	1	2	3	4	5	N/A
Work Ethic						
Responsibility						
Judgement						
Dependability						
Ability to Relate to People						
Communication Skills						
Written Skills						
Meets Deadline						
Personal Integrity						

Comments: \_\_\_\_\_

4. If you are a former employer, would you consider rehiring this person?  YES  NO

\*\*\*\*\*FOR OFFICE USE ONLY\*\*\*\*\*

How was reference contacted: \_\_\_\_\_

Date reference was contacted: \_\_\_\_\_

(To be sent to reference by Francis Lauer Youth Services)

In completing reference information, please include at least one past employer. Please *do not* use immediate family members for references. Applicant is to fill in top section only.

**REFERENCES**

Name of Reference: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone Number: Home: \_\_\_\_\_ Work: \_\_\_\_\_

“I authorize \_\_\_\_\_ to divulge all information concerning previous employment and any pertinent information she/he may have, personal or otherwise, and release \_\_\_\_\_ from liability for any damage that may result from furnishing same.”

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

\*\*\*\*\*

**This section is to be completed by the individual providing the reference.**

The above named individual has given your name to Francis Lauer Youth Services as a reference on a job application. Please address each of the four areas below, sign your name, and return in the enclosed envelope. Thank you for your help.

4. How do you know this individual? \_\_\_\_\_

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

5. How long have you know him/her? \_\_\_\_\_

6. Please rate on a scale of 1–5 with 5 being the highest:

	1	2	3	4	5	N/A
Work Ethic						
Responsibility						
Judgement						
Dependability						
Ability to Relate to People						
Communication Skills						
Written Skills						
Meets Deadline						
Personal Integrity						

Comments: \_\_\_\_\_

4. If you are a former employer, would you consider rehiring this person? [ ] YES [ ] NO

\*\*\*\*\*FOR OFFICE USE ONLY\*\*\*\*\*

How was reference contacted: \_\_\_\_\_

Date reference was contacted: \_\_\_\_\_

(To be sent to reference by Francis Lauer Youth Services)

In completing reference information, please include at least one past employer. Please *do not* use immediate family members for references. Applicant is to fill in top section only.

**REFERENCES**

Name of Reference: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone Number: Home: \_\_\_\_\_ Work: \_\_\_\_\_

“I authorize \_\_\_\_\_ to divulge all information concerning previous employment and any pertinent information she/he may have, personal or otherwise, and release \_\_\_\_\_ from liability for any damage that may result from furnishing same.”

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

\*\*\*\*\*

**This section is to be completed by the individual providing the reference.**

The above named individual has given your name to Francis Lauer Youth Services as a reference on a job application. Please address each of the four areas below, sign your name, and return in the enclosed envelope. Thank you for your help.

7. How do you know this individual? \_\_\_\_\_

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

8. How long have you know him/her? \_\_\_\_\_

9. Please rate on a scale of 1–5 with 5 being the highest:

	1	2	3	4	5	N/A
Work Ethic						
Responsibility						
Judgement						
Dependability						
Ability to Relate to People						
Communication Skills						
Written Skills						
Meets Deadline						
Personal Integrity						

Comments: \_\_\_\_\_

4. If you are a former employer, would you consider rehiring this person? [ ] YES [ ] NO

\*\*\*\*\*FOR OFFICE USE ONLY\*\*\*\*\*

How was reference contacted: \_\_\_\_\_

Date reference was contacted: \_\_\_\_\_