



Personal Information

Date: \_\_\_\_\_ Social Security # XXXX-XX-\_\_\_\_ (last 4 digits)

Name: \_\_\_\_\_ FIRST MIDDLE LAST

Address \_\_\_\_\_ STREET CITY STATE ZIP CODE

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address \_\_\_\_\_

How did you hear about Eden? [ ] CareerBuilder/Online Job Site [ ] Eden's Website/Talent Network [ ] Newspaper Ad [ ] Employee Referral (please list name of employee): \_\_\_\_\_ [ ] Other \_\_\_\_\_

Employment Desired/Salary Requirements

Position(s) Applied for: \_\_\_\_\_

Type of Employment Desired (please check all that apply): [ ] Full-time [ ] Part-Time [ ] Substitute

Date Available for Work: \_\_\_\_\_ Desired Salary/Hourly Rate: \_\_\_\_\_

What days and hours are you available for work? \_\_\_\_\_

Can you work on the weekends? [ ] Yes [ ] No Can you work evenings? [ ] Yes [ ] No

Employment History

Provide the following information of your past three (3) employers, assignments or volunteer activities, starting with your most recent job held.

Table with 3 columns: COMPANY, ADDRESS, PHONE. Includes fields for START DATE, END DATE, JOB TITLE, SUPERVISOR (NAME, TITLE), REASON FOR LEAVING (BE SPECIFIC), and LIST THE JOBS YOU HELD, DUTIES PERFORMED, SKILLS USED OR LEARNED, ADVANCEMENTS OR PROMOTIONS WHILE YOU WORKED AT THIS COMPANY.

## Employment History (cont'd)

COMPANY	ADDRESS	PHONE
START DATE: _____		END DATE: _____
JOB TITLE	SUPERVISOR (NAME, TITLE)	
REASON FOR LEAVING (BE SPECIFIC):		
LIST THE JOBS YOU HELD, DUTIES PERFORMED, SKILLS USED OR LEARNED, ADVANCEMENTS OR PROMOTIONS WHILE YOU WORKED AT THIS COMPANY.		
COMPANY	ADDRESS	PHONE
START DATE: _____		END DATE: _____
JOB TITLE	SUPERVISOR (NAME, TITLE)	
REASON FOR LEAVING (BE SPECIFIC):		
LIST THE JOBS YOU HELD, DUTIES PERFORMED, SKILLS USED OR LEARNED, ADVANCEMENTS OR PROMOTIONS WHILE YOU WORKED AT THIS COMPANY.		

## Education

School Name, Location	# of Years Attended	Graduated?	Degree/Diploma Received	Major
		<input type="checkbox"/> Yes <input type="checkbox"/> No		
		<input type="checkbox"/> Yes <input type="checkbox"/> No		
		<input type="checkbox"/> Yes <input type="checkbox"/> No		
		<input type="checkbox"/> Yes <input type="checkbox"/> No		

Please list any additional certifications/licenses that you hold: \_\_\_\_\_

## Additional Information

<p><b>Are you currently employed?</b> <i>If yes, may we contact your current employer?</i></p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p><b>Have you ever been terminated or asked to resign from any job?</b> <i>If yes, please explain:</i></p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p><b>Have you ever been employed by any Eden program previously?</b> <i>If yes, list dates and position(s):</i></p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p><b>I certify that I am a U.S. citizen, permanent resident, or a foreign national with authorization to work in the United States.</b></p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p><b>Do you currently possess a valid, unsuspended driver's license with a clean driving record, i.e., no moving violations, points (5 or less), etc.? If no, please provide details below:</b></p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p><b>Have you ever been arrested, convicted of, or entered a plea of guilty, no contest, or had a withheld judgment to a crime and/or felony?</b> <i>If yes, please provide date(s) and details:</i></p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No

## Applicant Statement

I hereby certify that all information I have provided in this application is true, complete and correct. I understand that false, misleading, incomplete or omitted information may result in immediate dismissal.

I expressly authorize Eden and its representatives, employees or agents to make a thorough investigation in connection with this application, to contact and obtain information from all references (personal and professional), employers, public agencies and educational institutions, and to otherwise verify the information I have provided in this application, my résumé or any job interview. I understand that the information obtained by Eden in connection with such investigation will be used for purposes of evaluating my prospective employment and for Eden's other legitimate business purposes and will not be released to unauthorized third parties without my consent. I hereby waive any and all rights and claims I may have regarding Eden, its representatives, employees and agents in connection with seeking, gathering, storing and using all such information and against all other persons and entities for providing such information to Eden in connection with such investigation.

Without limiting the generality of the foregoing (please check yes or no):

I authorize Eden to contact the educational institutions I have attended for the release of my education records.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
I authorize Eden to request a background check from a third party service provider.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
I understand that I have the right to make a written request within a reasonable time for the disclosure of the name and address of the service provider so that I may obtain complete disclosure of the nature and scope of such background check.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
I certify that my previous employment has not, at any time, been terminated because of allegations of abuse of any disabled adult or child, nor have I been adjudged civilly or criminally liable for abuse of a developmentally disabled person; I authorize Eden to confirm that statement by inquiring of the reasons for discharge from any prior position.	<input type="checkbox"/> Yes	<input type="checkbox"/> No

I agree to execute any other document necessary to authorize the release of any information reasonably required by Eden for the foregoing investigation. I understand that as a condition of employment, I may be required to authorize further background checks.

I understand that neither this application nor any subsequent employment by Eden creates a contract of employment or guarantees employment for any definite period of time, and that if I am hired by Eden, my employment will be "at will" and that my employment may be terminated at any time, with or without cause or notice.

I understand that no employee or representative of Eden has authority to enter into any agreement for employment for any definite period of time or otherwise contrary to the foregoing, and that any such agreement must be in writing.

I understand that if I am hired, I will be required to provide proof of identity and eligibility to work in the United States, and that federal immigration laws require me to complete an I-9 Form in this regard.

## Acknowledgment and Authorization

I certify that I have read, fully understand and accept all the terms of the foregoing Applicant Statement.

**Applicant Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Equal Opportunity Employer** – Eden is an equal opportunity employer and we do not unlawfully discriminate against any applicant on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, or any other class protected by federal or state law.