

Edgewood/Brookland Family Support Collaborative
1345 Saratoga Avenue, NE
Washington, DC 20018

APPLICATION FOR EMPLOYMENT

Please **print** all information requested and sign the application. You may attach your resume; however, it is not a substitute for the completed application form.

Date: _____ Position Applied For: _____

PERSONAL DATA

Name _____ Phone #: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Cell Phone #: _____ E-mail address: _____

Are you authorized to work in the United States? Yes _____ No _____

Are you a resident of the E/BFSC serving area? Yes _____ No _____

Number of years living and or/working in the area? _____

Have you been convicted of or pleaded no contest to a felony within the last 5 years?

Yes _____ No _____ If yes, please explain: _____

Note: Conviction of a crime or pleading guilty to a criminal charge will not necessarily disqualify you from the job for which you are applying. Each conviction or plea will be considered with respect to time, job relatedness, and other relevant factors.

Edgewood/Brookland Family Support Collaborative is a **Drug-Free** Workplace. A post-offer, negative drug test is required as a condition of hire.

EDUCATION AND TRAINING

Are you a high school graduate? (“YES” if you have a GED) Yes _____ No _____

Indicate degrees obtained (AA, BA, MSW, etc.)

Degree: _____ College or University: _____

Major: _____ Minor: _____

Please list any relevant training, certificates, licenses or other education relevant to this position. Include year, school, license, credit hours etc.

EMPLOYMENT HISTORY

Please give accurate and complete information. Start with your present or most recent position. Include military experience if applicable. If you were self –employed, give firm name.

Name of Employer: _____

Position: _____

Supervisor: _____ Phone #: _____

Reason for leaving: _____

List the duties you performed, skills you used or learned, support or supervisory positions held and promotions: _____

Ending Salary: _____

EMPLOYMENT HISTORY (continued)

Please give accurate and complete information. Start with your present or most recent position. Include military experience if applicable. If you were self-employed, give firm name.

Name of Employer: _____

Position: _____

Supervisor: _____ Phone #: _____

Reason for leaving: _____

List the duties you performed, skills you used or learned, support or supervisory positions held and promotions: _____

Ending Salary: _____

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Position: _____

Supervisor: _____ Phone #: _____

Reason for leaving: _____

List the duties you performed, skills you used or learned, support or supervisory positions held and promotions: _____

Ending Salary: _____

REFERENCES

Please list at least three references that are not related to you. These references should include at least one if not two former supervisors and someone whom you managed or who was a co-worker with you.

1. Name: _____ Phone #: _____

Company Name: _____

Work relationship: _____

2. Name: _____ Phone #: _____

Company Name: _____

Work relationship: _____

3. Name: _____ Phone #: _____

Company Name: _____

Work relationship: _____

BACKGROUND INFORMATION

E/BFSC takes every precaution to ensure that children and families with our program remain in safe and secure situations. For this reason, all employees are required to obtain a Police Clearance, a Child Protection Registry Clearance, and a Tuberculin Skin Test (TB). Other background checks may be completed as necessary. Given our mission and public trust required, we reserve the right to decline employment if these clearances are not produced.

Do you have proof of a current Police Clearance? Yes _____ No _____

Do you have proof of a current Child Protection registry Clearance? Yes _____ No _____

Do you have proof of a recent TB test? Yes _____ No _____

Do you have a valid driver's license? Yes _____ No _____

What are your current salary requirements? _____

SIGNATURE

In exchange for the consideration of my job application with the Edgewood/Brookland Family Support Collaborative (E/BFSC), I agree that:

Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements, and the like as they may exist from time to time, or other E/BFSC practices, shall serve to create an actual or implied contract of employment, or to confer any right to remain an employee of E/BFSC or otherwise to change in any respect the "employment-at-will" relationship between E/BFSC and the undersigned, and that relationship cannot be altered except by a written instrument signed by the Executive Director of E/BFSC. Both the undersigned and E/BFSC may end the employment relationship at any time, without specified notice or reason. If employed, I understand that E/BFSC may unilaterally change or revise its benefits, policies and procedures and such changes may include reduction in staff and/or benefits.

I authorize investigation of all statements contained in this application. I understand that the misrepresentation or omission of facts called for is cause for dismissal at any time without any previous notice. I hereby give E/BFSC permission to contact schools, previous employers (unless otherwise indicated), references and others. I further authorize the company to complete a criminal background check. I hereby release E/BFSC from any liability as a result of such contacts, inquiries, or records in order to ascertain my qualifications and fitness for employment.

I further understand that my employment with E/BFSC shall be considered introductory for a period of 180 days and further that at any time during the introductory period or thereafter, my employment relationship with E/BFSC is terminable "at will" for any reason by either party.

E/BFSC is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, national origin, age, physical or mental handicap, or sexual orientation. We assure you that your opportunity for employment with E/BFSC depends solely on your qualifications.

I further understand that E/BFSC requires a negative drug test following any offer of employment and thereafter conducts random and/or reasonable suspicion drug tests through the course of employment.

Thank you for completing this application for and for your interest in E/BFSC.

Printed Name of Applicant: _____

Signature of Applicant: _____ Date: _____