

Application for Employment

Families and Children Together, Inc.

P.O. Box 10670 * 2720 Vine Street * El Dorado, Arkansas 71730

Phone 870-862-4545 * Fax 870-862-0380 * www.fact-inc.com

READ THESE INSTRUCTIONS CAREFULLY BEFORE FILLING OUT APPLICATION.

Please print or type.

Incomplete applications WILL NOT be considered for employment.

"See resumé" is not an acceptable answer.

For questions not applicable, put "n/a." For answers not known, put "don't know."

| | | | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|---------------------------------------------------------------------|--------------------------------------------------------|-----------|
| Position(s) applied for: | | | Date of Application: | |
| PERSONAL DATA | | | | |
| Name (last, first, middle initial): | | | Social Security Number: - - | |
| Complete Mailing Address (P.O. Box or street; city, state, zip): | | | Residence Address (if different from mailing address): | |
| Home Phone #: | Cell Phone #: | Other # or contact information (i.e. e-mail, message phone #, etc): | | |
| PLEASE CHECK YES OR NO TO THE FOLLOWING QUESTIONS | | | YES | NO |
| Have you ever filed an application with us before? If yes, give date _____ | | | | |
| Have you ever been employed with us before? If yes, give date _____ | | | | |
| Are you currently employed? | | | | |
| May we contact your present employer? | | | | |
| Are you currently on "lay-off" status and subject to recall? | | | | |
| Are you prevented from lawfully becoming employed in this country? <i>Proof of authorization to work in the U.S. will be required upon employment.</i> | | | | |
| Can you travel if the job requires it? | | | | |
| Have you been convicted of a felony within the last 7 years? <i>Conviction will not necessarily disqualify an applicant from employment.</i> If yes, please explain: | | | | |
| What date would you be available for work? | | | | |
| Are you available to work: | <input type="checkbox"/> Full time | <input type="checkbox"/> Part time | <input type="checkbox"/> Temporary | |
| Applications for employment of all positions are considered without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or other legally protected status. | | | | |
| FACT, Inc. is an Equal Opportunity Employer/Service Provider. | | | | |
| By law, no person can be hired until a criminal background check is completed. | | | | |

EDUCATION

| Circle Highest Grade Completed: | School Name | Location (City, State) | Major | Semester Hours |
|------------------------------------------------------------------------|-------------|---------------------------|-------|----------------|
| High School: 8 9 10 11 DIPLOMA GED | | | | N/A |
| College: SOME COLLEGE AA AS AAS BA BS BSE MA MS MSE OTHER: _____ | | | | |
| Vocational/Technical Degree(s): Degree type: _____ | | | | |
| Other specialized certificates or degrees held (be specific): | | | | |

SPECIALIZED SKILLS

Indicate any foreign languages you can speak, read, and/or write.

| | Fluent | Good | Fair |
|-------|--------|------|------|
| Speak | | | |
| Read | | | |
| Write | | | |

Skills/Equipment Operated

| | | | |
|------------------|--------------------------------------------------|----------------------------------------------|---------------|
| ___ PC | ___ FAX | ___ Typewriter | Other (list): |
| ___ Calculator | ___ Databases | ___ Word Processing | |
| ___ Laminator(s) | Type: _____ I.E.: Lotus, Paradox, Excel, etc. | Type: _____ I.E.: WordPerfect, Word, etc. | |

PERSONAL REFERENCES

(Do not list relatives or former employers)

| | |
|---------------|-------------|
| Name: | Phone: |
| City & State: | Occupation: |
| Name: | Phone: |
| City & State: | Occupation: |
| Name: | Phone: |
| City & State: | Occupation: |

MISCELLANEOUS

| | YES | NO |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| 1. FACT, Inc. covers an eight county area: Calhoun, Columbia, Dallas, Hempstead, Lafayette, Nevada, Ouachita, and Union. Are you interested in working in a specific county? If yes, list county or center: | | |
| 2. Are you related to anyone working for FACT, Inc., or on the Board of Directors' or Policy Council? If yes, list name and relation (<i>relationship does not disqualify applicant from employment consideration</i>): | | |
| 3. For statistical information, are you a present or former parent/guardian of, or a former, Head Start child? | | |
| 4. For statistical information, are you a former Head Start student? | | |
| 5. How did you hear about us? <input type="checkbox"/> Word of Mouth <input type="checkbox"/> An employee <input type="checkbox"/> Internet <input type="checkbox"/> Newspaper: _____ <input type="checkbox"/> Another Agency: _____ <input type="checkbox"/> Other: _____ | | |

EMPLOYMENT HISTORY

Start with your present or most recent employer.

| | | |
|-----------------|-----------------------------------|-----------------|
| COMPANY: | Telephone: | |
| Address: | Dates of Employment (Month, Year) | |
| | From: | To: |
| Supervisor: | Hourly Wage: | Hours Per Week: |
| Job Title: | | |
| Duties: | Reason for Leaving: | |
| | | |
| COMPANY: | Telephone: | |
| Address: | Dates of Employment (Month, Year) | |
| | From: | To: |
| Supervisor: | Hourly Wage: | Hrs Per Week: |
| Job Title: | | |
| Duties: | Reason for Leaving: | |
| | | |
| COMPANY: | Telephone: | |
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| | From: | To: |
| Supervisor: | Hourly Wage: | Hrs Per Week: |
| Job Title: | | |
| Duties: | Reason for Leaving: | |
| | | |

APPLICANT'S STATEMENT

I certify that 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.

I hereby understand and acknowledge that any employment relationship with this organization is 'at will', 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 incomplete, 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 regulations of the employer.

I hereby understand that this application for employment is considered active for a period of time not to exceed six (6) months, at which time it will be destroyed, unless notification of continued interest in employment is given to FACT, Inc.

Signature of Applicant

Date



FOR HUMAN RESOURCES DEPARTMENT USE ONLY

| | |
|----------------------------------------------------------------------------|---------------------|
| Arrange Interview <input type="checkbox"/> Yes <input type="checkbox"/> No | Interview Date: |
| Position: | Interviewer: |
| Remarks: | |
| | |
| Employed <input type="checkbox"/> Yes <input type="checkbox"/> No | Date of Employment: |
| Job Title: | Department: |
| Staff Certification: | |
| | |

NOTES: _____

VOLUNTARY APPLICANT DATA RECORD

This company is an Equal Opportunity Employer. We do not discriminate in hiring or employment because of race, color, creed, national origin, sex, age, disability, veteran status, or any legally protected status. Various government agencies request statistical information regarding our hiring practices. **Your cooperation in completing this section is completely voluntary. Any information gathered is strictly confidential. This page is kept separate from your application. Your answers will in no way be used against you.** Thank you for your cooperation.

Name: _____

Sex (check one): Male Female I choose not to disclose

Race (check all that apply): White African American or Black American Indian or Alaskan Native
 Asian Native Hawaiian or Pacific Islander I choose not to disclose

Are You Spanish/Hispanic/Latino? (check one) Yes No I choose not to disclose