



† Faith-based support and services for individuals with autism and intellectual disabilities

## Application for Employment

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

(PLEASE PRINT)

APPLICANT INFORMATION			
Date of Application:		Social Security Number (voluntary):	
Last Name:	First:	MI:	
Street Address:		Apartment/Unit #:	
City:	State:	ZIP:	
Phone: ( )	E-mail Address:	Best time to contact: _____:_____ am <input type="checkbox"/> pm <input type="checkbox"/>	

JOB INFORMATION			
Position Applied for:	Date Available:	Desired Salary:	
How did you learn about Jessica and Friends Community?	<input type="checkbox"/> Advertisement	<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Relative <input type="checkbox"/> Friend <input type="checkbox"/> Inquiry <input type="checkbox"/> Other
Are you available to work:	<input type="checkbox"/> Full-Time	Please indicate:	<input type="checkbox"/> 1 <sup>st</sup> shift <input type="checkbox"/> 2 <sup>nd</sup> shift <input type="checkbox"/> 3 <sup>rd</sup> shift
	<input type="checkbox"/> Part-Time	Please indicate:	<input type="checkbox"/> Morning <input type="checkbox"/> Afternoon <input type="checkbox"/> Evening
	<input type="checkbox"/> Temporary	Please indicate dates available: ____/____/____ - ____/____/____	
Have you ever filed an application with Jessica and Friends Community before?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Have you ever worked for Jessica and Friends Community?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?
Did someone at J&FC recommend you apply?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, who? _____
If you are under 18 years of age, can you provide required proof of your eligibility to work?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
If no, are you authorized to work in the U.S.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	

EDUCATION	
High School:	Address:
Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Years Completed/ Degree:
Undergraduate College:	Address:
Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Years Completed/ Degree:
Graduate Professional:	Address:
Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Years Completed/ Degree:
Other (Specify):	Address:
Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Years Completed/ Degree:





**FOR PERSONNEL USE ONLY**

Position(s) applied for is open:  Yes  No

Position(s) considered for:

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Date:

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Arrange interview:  Yes  No

Date of Interview:

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Remarks:

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Interviewer/ Date:

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Employed:  Yes  No

Date of employment:

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Job Title/ Department:

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Hourly Rate/ Salary:

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**Please indicate on the chart below, the days and hours of the day you are available and willing to work for Jessica & Friends Community.**

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>	<b>Sunday</b>
6:00 am							
7:00 am							
8:00 am							
9:00 am							
10:00 am							
11:00 am							
<b>12 Noon</b>							
1:00 pm							
2:00 pm							
3:00 pm							
4:00 pm							
5:00 pm							
6:00 pm							
7:00 pm							
8:00 pm							
9:00 pm							
10: 00 pm							
11:00 pm							
<b>12 Midnight</b>							
1:00 am							
2:00 am							
3:00 am							
4:00 am							
5:00 am							