

FOUNDATIONS OF EAST CHICAGO, INC.**APPLICATION FOR EMPLOYMENT**

100 W. Chicago Avenue, Suite G, East Chicago, IN 46312

Please provide complete and legible information. An incomplete application may affect your consideration for employment. If necessary, attach a separate sheet for additional information.

The Foundations of East Chicago (FEC) is committed to a policy of Equal Employment Opportunity and will not discriminate against an applicant or employee on the basis of race, color, religion, sex, sexual orientation, gender identity, pregnancy, national origin, ancestry, age, genetic information, mental or physical disability, citizenship status, veteran status, military service, or any other legally recognized protected basis under federal, Indiana, or local law.

Applicants with disabilities may be entitled to reasonable accommodation under applicable laws. A reasonable accommodation is a change in the way things are normally done which will ensure an equal employment opportunity without imposing undue hardship on FEC. Please inform the FEC's personnel representative if you need assistance completing this application or to otherwise participate in the application process.

Your application will be active for 60 days. If you are not hired during that time, but wish to continue to be considered for available positions, you must complete a new application.

GENERAL INFORMATION

Name:

First	Middle	Last
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Address:

Street	City	Zip Code
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Home Phone:

Mobile Phone:

E-mail Address:

Are you legally authorized to work in the U.S.?

Yes _____ No _____

Do you now, or will you in the future, require immigration sponsorship for work authorization?

(e.g., H-B1)? Yes _____ No _____

(If hired, verification will be required consistent with applicable laws.)

Are you at least 18 years old? Yes _____ No _____

(If no, you may be required to provide authorization to work.)

Have you ever been convicted of a crime (other than a minor traffic offense) that has not been expunged or sealed by a court? Yes _____ No _____

If Yes, please provide details:

Position applied for: _____

Date available to start: _____

Applying for: Full Time: _____ Part Time: _____

EDUCATION	Name of School	# of Years Attended	Degree Received
High School			
College/University			

EMPLOYMENT HISTORY

List all employment experience since the age of 18, starting with the most recent or present employer, including U.S. military service or training. Using a separate section for each position, describe in detail all work experience. You may include as part of your employment history any verifiable work performed on a volunteer basis. Resumes may not be substituted in lieu of completing the following employment information. **Do not skip or omit any employment, including the information sought on this application.** If you need additional space, please continue on a separate piece of paper.

Employer	Address	
Telephone May we contact? Yes _____ No _____ If not, why?	From	To
Job Title	Supervisor & Title	
Primary responsibilities		
Reason for leaving		
Employer	Address	
Telephone May we contact? Yes _____ No _____ If not, why?	From	To
Job Title	Supervisor & Title	
Primary responsibilities		
Reason for leaving		
Employer	Address	
Telephone May we contact? Yes _____ No _____ If not, why?	From	To
Job Title	Supervisor & Title	
Primary responsibilities		
Reason for leaving		

Have you ever been discharged, suspended, or asked to resign from any of the above positions? Yes _____
No _____ Please explain: _____

Please list any additional training and skills believed to be relevant for which you applied, and any relevant licenses and/or certification received, and the dates received as well as indicate whether each remains active.

PROFESSIONAL REFERENCES: Please provide the names of three persons not related to you.

NAME	Phone or Email	Company	Years Acquainted

Please read carefully before signing:

I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation to hire me. If I am hired, I understand that my employment with FEC will be at will, with or without cause and without prior notice.

I understand that any offer of employment will be contingent upon my passing any pre-employment screening procedures required, which may include a post-offer, pre-employment drug screening procedure, background checks, and verification of my eligibility to work. By signing this application, I expressly consent to these procedures.

I attest with my signature below that I have given true and complete information on this application. No requested information has been concealed or omitted. If any information I have provided is false, incomplete, misleading, or has been misrepresented, or if I have concealed or omitted information on this application, I understand that this may disqualify me for further consideration for employment and will constitute cause for the denial of employment, or, if hired, may result in my immediate dismissal regardless of the date of discovery by FEC.

Signature of Applicant _____ Date: _____