



Children's Forum
Application for Employment

Thank you for your interest in applying for employment with the Children's Forum. In order to be considered for employment, you must complete the entire application.

The Children's Forum is an equal opportunity employer. All employment decisions are made without regard to race, color, religion, sex, national origin, citizenship, age, or disability and are made solely on the basis of applicant qualifications.

The Children's Forum is a drug-free workplace. We reserve the right to ask all prospective employees to submit to drug testing as a condition of employment. Results of such tests are held in strict confidence and are used only for the purpose of determining employment eligibility with the Forum.

This application will be held for 45 days. After this period, a new application must be completed if you seek employment with the Children's Forum for additional positions that may become available.

Children's Forum
1211 Governors Square Blvd, Suite 200
Tallahassee, FL 32301
Phone (850) 487-6300
Toll Free 877-FL-CHILD
(877-352-3224)
Fax (866) 739-2932
Web www.flchild.com

EOE M/F/V/D
Application for Employment

Position Applying For:	Date You Can Start:		
Last Name:	First Name:	Middle Initial:	
Mailing Address:	City:	State:	Zip:
Telephone Number(s): Home: (___) _____ Work: (___) _____ Mobile: (___) _____	Email:		

- Are you currently employed? Yes No
- May we contact your current supervisor for a reference at this time? Yes No N/A
- Are you ineligible for lawful employment in the United States because of visa or immigration status? Yes No
- If necessary for the position, can you travel? Yes No
- Have you been convicted of a felony within the last 7 years? Explain details below if "Yes." Yes No
(Conviction will not necessarily disqualify an applicant from employment consideration.)

Are you capable of performing the activities of the position for which you are applying, with or without reasonable accommodation(s)? Yes No

Please describe any reasonable accommodations needed to fulfill the requirements of this position below.

Employment Experience

(The Children's Forum conducts employment reference checks on eligible applicants).

Begin with your present position and include your three most recent places of employment.

You may include any military service assignments or volunteer activities. If you wish, you may exclude organizations that reveal sex, race, color, religion, national origin, disabilities, or protected status. You may provide a resume in order to include additional employers.

Name and Address of Most Recent or Current Employer:		Employed From:
		To:
Job Title and Department:		Name of Supervisor:
Supervisor Email Address:		Phone:
Reason for leaving:	Starting Salary:	Ending Salary:

Name and Address of Employer:		Employed From:
		To:
Job Title and Department:		Name of Supervisor:
Supervisor Email address:		Phone:
Reason for leaving:	Starting Salary:	Ending Salary:

Name and Address of Employer:		Employed From:
		To:
Job Title and Department:		Name of Supervisor:
Supervisor Email Address:		Phone:
Reason for leaving:	Starting Salary:	Ending Salary:

References

Please list references (professional and personal) below.

1. <u>Professional</u> Reference: _____	Phone: (____) _____
Relationship: _____	Years Known: _____
Email: _____	
2. <u>Professional</u> Reference: _____	Phone: (____) _____
Relationship: _____	Years Known: _____
Email: _____	
3. <u>Personal</u> Reference: _____	Phone: (____) _____
Relationship: _____	Years Known: _____
Email: _____	

How did you hear about us?

If "Other" please explain.

Applicant Agreement and Certification

I understand that, if I am employed, any misrepresentation or material omission made on this application will be sufficient cause for cancellation of my application or immediate discharge from the Children's Forum upon discovery.

The Children's Forum does not unlawfully discriminate in employment decisions and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by local, state, or federal law.

This application is current for 45 days. After this period of time, if I am still interested in employment with the Children's Forum, I understand that I must complete a new application.

Release of Information: I give full consent to the Children's Forum to contact and obtain information from all references, employers, educational institutions and otherwise to verify the accuracy of the information contained in this application. I fully authorize my past employers, all designated references and any other persons to answer all questions asked concerning my employment history and abilities. I release the Children's Forum and its representatives from

liability in seeking, gathering and using such information and all other corporations or organizations for furnishing such information. Upon my termination, the Children's Forum may answer any and all questions asked by a prospective employer concerning my ability and employment record and I release the Children's Forum from any liability or damages arising out of its response to any such questions.

Employment at Will: I understand that this application is not an offer of employment and nothing contained in this application, any employee policy and procedure manual or handbook, or other Children's Forum correspondence or document, or granting of an interview is intended to create a contract between the Children's Forum and myself for either employment or the provision of any benefit.

No promises regarding employment have been made to me and I understand that no promises are binding on the Children's Forum unless made in writing and signed by its President or representative, and no director, supervisor or representative of the Children's Forum, except for the President, has the authority to enter into any agreement for employment for any specified period of time.

I understand and acknowledge that unless otherwise defined by applicable law, any employment relationship with the Children's Forum is of an “*at will*” nature, meaning that the employee may resign at any time and the organization may discharge the 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 the change is specifically acknowledged in writing by an authorized employee of the Children's Forum.

I understand that any offer of employment is conditional on my being able to perform the essential functions of the position with any reasonable and appropriate accommodations I have requested.

Drug-Free Workplace: I understand that the Children's Forum intends to maintain a drug-free workplace for the health and safety of its employees and others, in accordance with federal and/or state laws. To this end, I voluntarily consent and agree to participate in and cooperate with this program to the extent requested by the Children's Forum to undergo and successfully complete testing for alcohol and controlled substances as a condition for initial employment and whenever requested by the Children's Forum.

Finally, I understand that I am required to abide by all rules and regulations of the Children's Forum in the event that I am offered and accept employment with the organization.

I have read and fully understand the above agreement and agree to the terms outlined.

Signature of Applicant

Date

VECHS APPLICANT
WAIVER AGREEMENT
AND STATEMENT

For Criminal History Record Checks

This form shall be completed and signed by every current or prospective employee and/or volunteer.

I hereby authorize (*enter Name of Qualified Entity*) _____
to submit a set of my fingerprints and this form to the Florida Department of Law Enforcement (FDLE) for the purpose of accessing and reviewing Florida and national criminal history records that may pertain to me. I understand that I would be able to receive any national criminal history record that may pertain to me directly from the Federal Bureau of Investigation (FBI). Pursuant to Title 28, Code of Federal Regulations (CFR), Sections 16.30-16.34 and that I could then freely disclose any such information to whomever I chose. By signing this Waiver Agreement, it is my intent to authorize the dissemination of any national criminal history record that may pertain to me to the Qualified Entity with which I am or am seeking to be employed or to serve as a volunteer.

I understand that, my fingerprints may be retained at FDLE and the FBI for the purpose of providing any subsequent arrest notifications and that upon request you may provide me a copy of the criminal history record report, and that I am entitled to challenge the accuracy and completeness of any information contained in any such report. I am aware that procedures for obtaining a change, correction, or updating of the FDLE or FBI criminal history are set forth in F.S. 943.056 and Title 28, CFR, Section 16.34. I may obtain a prompt determination as to the validity of my challenge before you make a final decision about my status as an employee and/or volunteer.

A national criminal history record check has previously been requested by:

(Name and Address of Previous Qualified Entity)

(Year of Request)

I have OR have not been convicted of a crime.

If convicted, describe the crime(s) and the particulars of the conviction(s) in the space below:

I do OR do not authorize you to release my criminal history records, if any, to other qualified entities.

I am a current or prospective (check one): Employee Volunteer

Signature: _____ Date: _____

Printed Name: _____ Date of birth: _____

Address: _____

ORIGINAL- MUST BE RETAINED BY QUALIFIED ENTITY