



**Metropolitan  
Family Service**

**Application for Employment**

Position applied for: \_\_\_\_\_ Date: \_\_\_\_\_

Position Number: \_\_\_\_\_

Please print clearly, answer all questions, read and sign the last page.

\_\_\_\_\_  
Full Name Home Phone

\_\_\_\_\_  
Address Message Phone

\_\_\_\_\_  
City State Zip Code Email

Why are you interested in this position? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Skills**

Please list your skills that are related to the position.

\_\_\_\_\_  
\_\_\_\_\_

Have you ever been employed by Metropolitan Family Service? Yes  No

If yes, when and what was your last position? \_\_\_\_\_

**For Office Use Only**

Interview: Yes  No

Hired: Yes  No

Date: \_\_\_\_\_

Start Date: \_\_\_\_\_

Time: \_\_\_\_\_

Interviewer: \_\_\_\_\_

## Employment History

This section must be entirely completed. You may also choose to include a resume. List below your work experience most relevant to the position for which you are applying, paid or unpaid. Describe each job separately and completely. If more space is needed, you may attach additional sheets.

Current or most recent employer \_\_\_\_\_

From (month/year) \_\_\_\_\_

Address \_\_\_\_\_

To (month/year) \_\_\_\_\_

Your Title \_\_\_\_\_

Supervisor's Name & Telephone \_\_\_\_\_

Full Time

Part Time

Paid

Unpaid

Duties/Responsibilities (be specific) \_\_\_\_\_

Average hours per week \_\_\_\_\_

Starting Salary \_\_\_\_\_

Ending Salary \_\_\_\_\_

Reason for leaving \_\_\_\_\_

May we contact this employer?

Yes

No

Employer \_\_\_\_\_

From (month/year) \_\_\_\_\_

Address \_\_\_\_\_

To (month/year) \_\_\_\_\_

Your Title \_\_\_\_\_

Supervisor's Name & Telephone \_\_\_\_\_

Full Time

Part Time

Paid

Unpaid

Duties/Responsibilities (be specific) \_\_\_\_\_

Average hours per week \_\_\_\_\_

Starting Salary \_\_\_\_\_

Ending Salary \_\_\_\_\_

Reason for leaving \_\_\_\_\_

May we contact this employer?

Yes

No

Employer \_\_\_\_\_

From (month/year) \_\_\_\_\_

Address \_\_\_\_\_

To (month/year) \_\_\_\_\_

Your Title \_\_\_\_\_

Supervisor's Name & Telephone \_\_\_\_\_

Full Time

Part Time

Paid

Unpaid

Duties/Responsibilities (be specific) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Average hours per week \_\_\_\_\_

Starting Salary \_\_\_\_\_

Reason for leaving \_\_\_\_\_  
\_\_\_\_\_

Ending Salary \_\_\_\_\_

May we contact this employer?

Yes

No

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## References

List the name, address and telephone number of three professional references (not related to you).

1. \_\_\_\_\_  
Name Position Telephone

Address City State Zip Code

2. \_\_\_\_\_  
Name Position Telephone

Address City State Zip Code

3. \_\_\_\_\_  
Name Position Telephone

Address City State Zip Code

**Education & Training**

Circle the highest grade you completed in school: 1 2 3 4 5 6 7 8 9 10 11 12

College: 1 2 3 4 Graduate: 1 2 3 4

	Name of School	Diploma/Degree	Major/Minor
High School	_____	_____	_____
College/University	_____	_____	_____
Graduate School	_____	_____	_____
Vocational/Training	_____	_____	_____
Licenses/Certificates	_____	_____	_____
Professional Memberships/Affiliations	_____	_____	_____

Please list any sustained criminal convictions (other than traffic violations) within the last 10 years. You will not be automatically excluded from consideration if you have been convicted of a crime. Your suitability for the position will be evaluated based upon the totality of circumstances such as: nature of the crime, recentness of convictions and type of work involved.

\_\_\_\_\_  
\_\_\_\_\_

**PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING THIS APPLICATION.**

Metropolitan Family Service is an equal opportunity employer and does not discriminate on the basis of sex, sexual orientation, age, race, color, national origin, political affiliation, marital status, mental or physical disability, military status, or any other reason prohibited by law.

It is our policy to comply with provisions of the Immigration Reform & Control Act of 1986 and to hire only authorized workers. If you are hired you will be asked to provide verification of work eligibility as required by law.

I certify that I have answered truthfully and have not knowingly withheld any information relative to my application. I understand that any misrepresentation will result in my being eliminated from further consideration. I further understand that if accepted for employment, any material misrepresentations or omissions that become known to Metropolitan Family Service will result in termination regardless when discovered.

I hereby authorize the investigation of all statements contained in this application. I further authorize the employers and supervisors listed herein to give Metropolitan Family Service representatives any and all information regarding my prior employment and any other information that Metropolitan Family Service may request regarding me. I hereby release Metropolitan Family Service and previous employers and supervisors and all others of their respective employers from any liability for any and all claims for damages or injury that may or could result from furnishing information to Metropolitan Family Service.

I agree to complete such additional release forms that Metropolitan Family Service may require to secure information related to this application.

If employed, I recognize the instructions, rules, and policies of Metropolitan Family Service. I understand that if I am hired, my employment and compensation can be terminated at any time, with or without cause and with or without notice, at the option of either Metropolitan Family Service or myself. I further understand that no representative of Metropolitan Family Service, other than the Executive Director, has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED**