

STEP ONE FOUNDATION, INC.

Stepping Stones Agencies

Application for Employment

We are an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, color, age, sex, religion, disability or national origin. Consistent with the Americans with Disabilities Act, any applicants may request accommodations needed to participate in the application process. This application shall be considered active for a period of time not to exceed 90 days.

Name of Applicant: _____ Date: _____

Street Address: _____ City: _____ Zip: _____

Home Phone: _____ Cell Phone: _____ Email: _____

Emergency Contact Name: _____ Relationship: _____

Emergency Contact Phone: _____ Are you 18 years of age or older? Yes No

Position Applying For: Admin Office Thrift Store Preferred Location: _____

How did you find out about this job opening? _____

Wage Expected: _____ Hours Desired? Full time Part time

Availability: M _____ T _____ W _____ Th _____ F _____ Sa _____ Su _____

Are you employed now? Yes No If so, may we inquire of your present Employer? Yes No

Did you graduate from High School? Yes No GED

Name of High School: _____ City & State: _____

College/University/Trade School? Yes No Graduated: Yes No

Name of School: _____ City & State: _____

Do you have any kind of criminal record? Yes No
If you checked Yes, please provide detailed explanation - Include charge dates, outcomes & current status

Do you have a clean MVR? Yes No
If you checked No, please provide detailed explanation - Include dates, outcomes & current status

If you are applying for a position that requires driving, you will have to fill out MVR papers in HR Office before you can begin your new position.

Please list any acquaintances, friends or relatives that work for Stepping Stones.

Is there any other information or skills you would like us to know about that you feel would be helpful to us in considering your application for the position listed? _____

REFERENCES - List three professional references that are familiar with the quality of your work, your work ethic, and whom have worked directly with you for at least two years within the past five years.

Reference #1 – Name: _____ Cell Phone: _____

Place of Business: _____ Office Phone: _____

Where did you work together – Company: _____

City & State: _____ Dates: _____

What was the working relationship? _____

Reference #2 – Name: _____ Cell Phone: _____

Place of Business: _____ Office Phone: _____

Where did you work together – Company: _____

City & State: _____ Dates: _____

What was the working relationship? _____

Reference #3 – Name: _____ Cell Phone: _____

Place of Business: _____ Office Phone: _____

Where did you work together – Company: _____

City & State: _____ Dates: _____

What was the working relationship? _____

EMPLOYMENT HISTORY - Begin with most recent employer -

Employer: _____ **Dates of Employment:** _____

City: _____ State: _____ Zip: _____

Name of Supervisor: _____ Telephone: _____

Your Title: _____ Beginning Salary: _____ Ending Salary: _____

Describe Duties: _____

Reason for Leaving? _____

Employer: _____ **Dates of Employment:** _____

City: _____ State: _____ Zip: _____

Name of Supervisor: _____ Telephone: _____

Your Title: _____ Beginning Salary: _____ Ending Salary: _____

Describe Duties: _____

Reason for Leaving? _____

Employer: _____ **Dates of Employment:** _____

City: _____ State: _____ Zip: _____

Name of Supervisor: _____ Telephone: _____

Your Title: _____ Beginning Salary: _____ Ending Salary: _____

Describe Duties: _____

Reason for Leaving? _____

Employer: _____ **Dates of Employment:** _____

City: _____ State: _____ Zip: _____

Name of Supervisor: _____ Telephone: _____

Your Title: _____ Beginning Salary: _____ Ending Salary: _____

Describe Duties: _____

Reason for Leaving? _____

AUTHORIZATION

I certify that the facts contained in this application (and accompanying resume, if any) are true and complete to the best of my knowledge. I understand that any false statement, omission, or misrepresentation on this application is sufficient cause for refusal to hire, or dismissal if I have been employed, no matter when discovered by the Company.

I understand that any employment is conditioned on a background check. I authorize the Company to thoroughly investigate all statements contained in my application or resume, and I authorize my former employers and references to disclose information regarding my former employment, character and general reputation to the Company, without giving me prior notice of such disclosure. In addition, I release the Company, any former employers and all references listed above from any and all claims, demands or liabilities arising out of or related to such investigation or disclosure.

I understand and agree that nothing contained in this application, or conveyed during any interview, is intended to create an employment contract. I further understand and agree that if I am hired, my employment will be "at will" and without fixed term, and may be terminated at any time, with or without cause and without prior notice, at the option of either myself or the Company. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon the Company unless made in writing.

If I am offered employment I agree to submit to a medical examination and alcohol and drug test before starting work. If employed, I also agree to submit to a medical examination or alcohol and drug test at any time deemed appropriate by the Company and as permitted by law. I consent to such examinations and tests, and I request that the examining doctor disclose to the Company the results of the examination, which results shall remain confidential and segregated from my personnel file. I understand that my employment or continued employment, to the extent permitted by law, is contingent upon satisfactory medical examinations and alcohol and drug test, and if I am hired a condition of my employment will be that I abide by the Company's Alcohol and Drug Free Workplace Policy.

I understand that filling out this form does not indicate there is a position open and does not obligate the Company to hire. If hired, I agree to abide by all Company work rules, policies and procedures. The Company retains the right to revise its policies or procedures, in whole or in part, at any time.

Applicants Signature: _____ Date: _____

OFFICE USE ONLY

Reference check findings - _____

Background check findings - _____

Other comments - _____

Hired: EEOP Level I EEOP Level 2 Associate Start Date: _____

Admin Thrift Store I Thrift Store II Thrift Store III Thrift Store - Clothing

Special conditions _____

Reasons for not hiring - _____

Stepping Stones Business Office Signature: _____