

Sundberg and Sundberg Center

Employment Application

THIS APPLICATION IS NOT AN EMPLOYMENT CONTRACT, but merely is intended to evaluate suitability for employment. It is the policy of Sundberg and Sundberg LLC to provide equal employment opportunity to all qualified persons without discrimination on the basis of sex, race, color, religion, age, marital status, national origin, citizenship, disability, sexual orientation, veteran status, or any other status protected under state and federal law. It is also the policy Sundberg and Sundberg LLC to have the option of conducting pre-employment screening before a job offer is made. If a job offer is made, employment may be contingent upon the successful completion of a medical examination, which may also include providing bodily substance samples.

PERSONAL INFORMATION

Name: Last: _____ First: _____ Middle: _____

Social Security #: _____ Home Phone: _____ Work Phone: _____

Please list below your current address and your two other most recent addresses:

Current/Street: _____ City: _____ State: _____ ZIP: _____ Since (Mo/Yr): _____

Street: _____ City: _____ State: _____ ZIP: _____ From _____ To _____

Street: _____ City: _____ State: _____ ZIP: _____ From _____ To _____

EDUCATION

High School Attended: _____ City/State: _____ Graduated? Yes No

City/State Area of Study Degree/Certificate/Diploma

(Undergraduate College

Graduate School

Certification Class

EMPLOYMENT INFORMATION

Please answer all of the following questions. When necessary, note question number and use an extra sheet of paper to provide explanations.

1. Yes ___ No ___ Are you at least 18 years of age and legally eligible for work in the United States?
2. Yes ___ No ___ Will you work overtime when necessary
3. Yes ___ No ___ Do you understand the job requirements?
4. Yes ___ No ___ Are you currently bound by a non-competition or trade secret agreement?

If Yes, please explain _____

5. Yes ___ No ___ Have you ever been discharged or asked to resign from a job?

If yes, please explain _____

6. Yes ___ No ___ Have you ever been convicted of or pled guilty to a felony or other crime?

If yes, please explain _____

EMPLOYMENT HISTORY

MAY WE CONTACT YOUR PRESENT EMPLOYER? YES _____ NO _____

Please list below your last three employers, beginning with the current or most recent past employer

Most Recent Employer: _____ City/State _____ ZIP _____

Phone _____ Position Held _____ From/To _____ Pay Rate _____

Supervisor _____ Reason For Leaving _____

Employer _____ City/State _____ ZIP _____

Phone _____ Position Held _____ From/To _____ Pay Rate _____

Supervisor _____ Reason For Leaving _____

Employer _____ City/State _____ ZIP _____

Phone _____ Position Held _____ From/To _____ Pay Rate _____

Supervisor _____ Reason For Leaving _____

JOB RELATED SKILLS

Please answer all of the following questions. When necessary, note question number and use an extra sheet of paper to provide explanations.

1. Yes ___ No ___ Do you have a valid drivers license?

If yes: Driver's License Number _____ State: _____ Exp Date: _____

2. Yes ___ No ___ Have you ever been convicted of or pled guilty to any traffic-related offense within the past 5 years?

3. Yes ___ No ___ Have you had your drivers license suspended or revoked or had your driving privileges modified by a court of law?

4. Use this space to list any special skills you may have that relate to the position applied for: Trainings and workshops attended

5. Yes ___ No ___ CPR Certified

6. Experience with children with developmental disabilities

Please list any professional licenses, designations, certifications, etc., that may relate to the position applied for. Include date granted, name of organization, and any other relevant information: BCBA, physical management etc.

1. _____
2. _____
3. _____
4. _____

APPLICANT’S CERTIFICATION AGREEMENT

1. I understand that I may submit a copy of my resume’ and that by submitting a resume’ I understand that it will be used only as supporting and additional background information. A resume is not an authorized substitute for a completed employment application.
2. I understand that if I should choose to complete only a portion of the required employment application that the information submitted may not be enough information from which to base any determination on, and, as a result, my application may not receive full consideration for employment.
3. I authorize the investigation of all statements contained in this application and release from all liability any persons or employers supplying such information, and I also release Sundberg and Sundberg LLC from all liability that may result from making background investigations.
4. I certify that the facts and information set forth in this application are true and complete to the best of my knowledge. I understand that any falsification, misrepresentation, or omission of facts on this application (or on any required documents) will be cause for denial of employment or immediate termination of employment, regardless of when or how discovered.
5. I agree, if I am offered and accept a position, to conform to all existing and future workplace rules, regulations, policies and procedures of Sundberg and Sundberg LLC.
6. I understand and agree that Sundberg and Sundberg LLC reserves the right to change any wage, hours of work and working conditions, in its sole discretion, at any time, as deemed necessary.
7. I understand the employment relationship will be At Will, meaning that either party can end the employment relationship at any time, and for any reason, or no reason.
8. I understand that any employment offer is contingent upon my providing proof of identity and eligibility to work within the United States, within 3 days of my starting date, to conform to the provisions of the Immigration Reform and Control Act of 1986.
9. I have read and reviewed the information contained in pages 1 through 3 of this employment application, and these 8 statements. By signing this employment application I certify that I understand all of the information requested and that I have provided information that is truthful, complete and accurate.

(Applicant Signature)

(Today’s Date)