



Application for Employment

1411 Lincolnway West, Mishawaka, IN 46544

Legal Name _____ Date _____
Last First Middle

Address _____
Street City State Zip Code

If you have lived in any other county/state in the past five (5) years, please list below (if more than 2, please list on an additional page).

Street City & County State Zip

Street City & County State Zip

Telephone # () Other Phone # () Email _____

Referred by: Employee _____ Internet Newspaper Ad Job Fair

Position(s) applied for _____
Date Available _____

Location preference: Goshen Elkhart South Bend Mishawaka

Prefer to work with: Children & Adolescent Adults

Type of employment desired Full-Time Part-Time PRN Shift(s) Days Eves Nights

Are you available to work overtime, if required? Yes No Available weekends, if needed Yes No

Are you legally eligible for employment in this country? Yes No

Languages: English Spanish Dutch

Have you been employed at this company before? Yes No

If yes, when? _____ What location? _____

In accordance with DCS residential and foster care regulations and relevant Indiana Codes, it is standard procedure to perform background checks, including criminal, drug/alcohol, and fingerprints, subsequent to a conditional offer of employment.

Please initial to acknowledge: _____

Oaklawn – An Equal Opportunity Employer.

Oaklawn ensures equal employment opportunities regardless of race, creed, gender, color, national origin, religion, age, sexual orientation, disability or veteran status (armed forces, member of the Indiana National Guard or a member of a reserve component). Any individual needing assistance in completing an application for any opening should contact Human Resources.

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EMPLOYMENT BACKGROUND

Provide the following information beginning with the most recent employer.

EMPLOYER	TELEPHONE ()	DATES EMPLOYED		SUMMARIZE THE TYPE OF WORK PERFORMED AND JOB RESPONSIBILITIES
		FROM	TO	
ADDRESS				
JOB TITLE		HOURLY RATE/SALARY		
		STARTING		
IMMEDIATE SUPERVISOR AND TITLE		\$	per	
REASON FOR LEAVING		HOURLY RATE/SALARY		
		FINAL		
MAY WE CONTACT FOR REFERENCE?		\$	per	
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later				
EMPLOYER	TELEPHONE ()	DATES EMPLOYED		SUMMARIZE THE TYPE OF WORK PERFORMED AND JOB RESPONSIBILITIES
		FROM	TO	
ADDRESS				
JOB TITLE		HOURLY RATE/SALARY		
		STARTING		
IMMEDIATE SUPERVISOR AND TITLE		\$	per	
REASON FOR LEAVING		HOURLY RATE/SALARY		
		FINAL		
MAY WE CONTACT FOR REFERENCE?		\$	per	
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later				
EMPLOYER	TELEPHONE ()	DATES EMPLOYED		SUMMARIZE THE TYPE OF WORK PERFORMED AND JOB RESPONSIBILITIES
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JOB TITLE		HOURLY RATE/SALARY		
		STARTING		
IMMEDIATE SUPERVISOR AND TITLE		\$	per	
REASON FOR LEAVING		HOURLY RATE/SALARY		
		FINAL		
MAY WE CONTACT FOR REFERENCE?		\$	per	
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later				
EMPLOYER	TELEPHONE ()	DATES EMPLOYED		SUMMARIZE THE TYPE OF WORK PERFORMED AND JOB RESPONSIBILITIES
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IMMEDIATE SUPERVISOR AND TITLE		\$	per	
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		FINAL		
MAY WE CONTACT FOR REFERENCE?		\$	per	
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later				
EMPLOYER	TELEPHONE ()	DATES EMPLOYED		SUMMARIZE THE TYPE OF WORK PERFORMED AND JOB RESPONSIBILITIES
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IMMEDIATE SUPERVISOR AND TITLE		\$	per	
REASON FOR LEAVING		HOURLY RATE/SALARY		
		FINAL		
MAY WE CONTACT FOR REFERENCE?		\$	per	
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later				

List License(s) or certifications held: _____

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COMMENTS INCLUDING EXPLANATION OF ANY GAPS IN EMPLOYMENT: _____

EDUCATIONAL BACKGROUND

List previous high school /college educational institutions attended, beginning with the most recent.

SCHOOL	CITY, ST	GRADUATED?	DEGREE(S)/DIPLOMA(S) EARNED
			MAJOR
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	

PROFESSIONAL REFERENCES

List the name, relationship, number of years acquainted, and phone number of three references. **(No friends or relatives please).**

NAME	RELATIONSHIP	YEARS	PHONE and E-MAIL CONTACT INFO
		ACQUAINTED	
			Phone: () E-mail:
			Phone: () E-mail:
			Phone: () E-mail:

Have you ever been convicted of a crime that has not been expunged by a court? Circle one: Yes or No

If YES, please explain your answer and provide full details. A “yes” answer will not automatically disqualify you from employment. We will consider the nature and date of the offense and the job for which you are applying for job-related purposes only, and only to the extent permitted by applicable law.

Please use this space to list any additional information you feel may be helpful in considering you for a position:

I certify that all information I have provided in order to apply for and secure work with the employer is true, complete and correct. I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) cancel further consideration of this application, or (ii) immediately discharge me from the employer's service, whenever it is discovered. I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that the employer does not unlawfully discriminate in employment 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 applicable local, state or federal law.

I understand that this application remains current for 6 months. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied, oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president.

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal Immigration laws require me to complete an I-9 Form in this regard. Oaklawn participates in E-Verify to verify employment eligibility.

I understand that background checks have to be successfully completed in order to initiate and maintain employment.

Applicant's Signature _____

Date _____

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