

MADONNA PLACE, INC

EMPLOYMENT APPLICATION

MADONNA PLACE, INC is an equal opportunity employer, dedicated to non-discrimination in employment on any basis prohibited by law. MADONNA PLACE, INC considers applicants for all positions without regard to race, color, creed, religion, gender, gender identity or expression, age, national origin, ancestry, mental or physical disability (including pregnancy), marital status, status as a veteran or disabled veteran, sexual orientation, genetic information, HIV, financial or familial status, or any other legally protected status. Please advise if you require an accommodation in order to complete this application.

In order for your application to be considered, please answer all questions and print legibly.

General Information

Name: _____
Last First Middle

Address _____
#/Street City State Zip

Previous Address (if less than five years at current address):

#/Street City State Zip

Telephone Numbers: Home: _____ Cell: _____
Work: _____ (Check here if you do not want to be contacted by phone at work)

Home E-mail Address: _____

Work E-mail Address: _____
(Check here if you do not want to be contacted by E-mail at work)

Are you either a U.S. citizen or an alien authorized to work in the United States? Yes No

Job Information

Position Applied For: _____

On what date would you be available? _____

Salary desired: \$ _____ Minimum pay required: \$ _____

How did you come to apply here? Social Media Job Board Referral

Referred By: _____

Can you travel if your job requires it? Yes No

Are you subject to an employment agreement, non-compete covenant, or non-solicitation agreement with a previous employer or your current employer? Yes No

Explain why you are interested in MADONNA PLACE, INC. Explain the knowledge, skills, and traits you have that you feel qualify you for a position.

Education

Name and Address of School	Course of Study Diploma/Degree	Years Completed			
High School/Prep School		9	10	11	12
College		1	2	3	4
Other (Graduate/Professional/Technical/Business)		1	2	3	4

List any scholastic honors earned in high school, college, or graduate school.

If you did not graduate, explain your reasons for leaving, or plans, if any, for further studies.

Please indicate your computer skills and software you know how to use:

Employment Experience

Start with your present employer or last job. Include ALL positions you have had (including self-employment, summer, part-time jobs, and job-related military service assignments.) In order to receive consideration for employment, you must complete ALL information, even if you submit a resume.

Employer Name: _____
Job Title: _____
Supervisor Name: _____
Employer Contact Info: _____
Dates of Employment: _____
Reason For Leaving: _____

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Job Title: _____
Supervisor Name: _____
Employer Contact Info: _____
Dates of Employment: _____
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Job Title: _____
Supervisor Name: _____
Employer Contact Info: _____
Dates of Employment: _____
Reason For Leaving: _____

Applicant's Agreement and Certification

Please read carefully and sign below.

I certify that the answers given in this application are true to the best of my knowledge.

Signature of Applicant

Date

REGARDING USE OF CONSUMER REPORTS

In connection with your application for employment or (if you are hired) when deciding whether to modify or continue your employment, we may obtain and use "consumer reports" about you from a "consumer reporting agency." A "consumer reporting agency" is a person or business which, for monetary fees, dues or on a cooperative non-profit basis, regularly assembles or evaluates consumer credit information or other information about consumers for the purpose of furnishing "consumer reports" to third parties. This report may include information as to your character, general reputation, personal characteristics, criminal history, and mode of living. This information may be obtained by contacting your previous employers and/or references supplied by you or others.

In the event that the information from the report is utilized in whole or part in making an adverse decision with regard to your employment, before making the adverse decision, we will provide you with a copy of the consumer report and a description in writing of your rights under the law. Please be advised that you have the right to request in writing within a reasonable time, that we make a complete and accurate disclosure of the nature and scope of the investigation. Such disclosure will be made to you within five days after the date on which we receive the request from you or within five days after the time the report was first requested, whichever is later. The Fair Credit Reporting Act gives you specific rights in dealing with consumer reporting agencies. You will be given a summary of these rights together with this document.

By your signature below, you hereby authorize Madonna Place, Inc to obtain a consumer report about you.

Applicant's Signature _____

Date _____

AUTHORIZED REQUEST FOR EMPLOYMENT DATA FROM PREVIOUS EMPLOYERS.
Please complete the top half of this form which may be sent to your previous employers.

I, _____ (Print Name) have applied for employment at Madonna Place, Inc and I have listed your company as one of my past or present employers. **I have authorized MADONNA PLACE, INC to investigate all statements contained in my application.**

My signature below authorizes you and your company to answer the following questions and to release all other requested records concerning my employment, including assessments of my job performance, ability, or other job or employment-related documentation requested by MADONNA PLACE, INC in connection with my application for employment. Further, my signature below releases you and your company from any and all liability of any type as a result of providing this information. A photocopy or facsimile of this authorization may be accepted in lieu of the original.

Enclosed for your convenience is a stamped, self-addressed envelope in which to return this form. Thank you for your anticipated help.

 Applicant's Signature

 Date

To the Previous Employer:

The applicant named above has provided MADONNA PLACE, INC with the following information pertaining to his/her employment with your company:

Period of Employment: From: _____ To: _____ Last Position Held: _____

Reason for Leaving: _____

Is the above information correct? Yes No If not, please provide correct information: _____

Was s/he ever disciplined or discharged for:

Absenteeism Yes No Unwillingness to take direction Yes No
 Tardiness Yes No Theft or unauthorized removal of company property Yes No

If the answer to any of these questions is "Yes", please explain: _____

Please comment on the applicant's performance:

	Below Requirements	Met Requirements	Exceeded Requirements	Far Exceeded Requirements	Not Applicable
Ability to Learn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality of work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quantity of work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interpersonal skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Customer Service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Is s/he eligible for re-employment? Yes No If not, why not? _____

Name of Preparer: _____ Signature of Preparer: _____

Date: _____