



11851 Saulsbury St
Broomfield, Colorado 80020
jobs@friendsofbroomfield.org

Phone: 303-404-0123
Fax: 303-404-0132
www.friendsofbroomfield.org

Application for Employment

F.R.I.E.N.D.S of Broomfield, Inc. is an equal opportunity/affirmative action employer. All qualified applicants will be considered without regard to age, race, color, sex, religion, national origin, marital status, ancestry, citizenship, veteran status, sexual orientation or preference, or physical or mental disability.

DATE _____

Name (last) _____ (first) _____ (middle) _____

Present Address _____ City _____ State _____ Zip _____

Telephone _____ Cell _____ Email _____

Position applying for _____ Salary desired _____

Days/hours available to work

Monday _____ Tuesday _____ Wednesday _____ Thursday _____ Friday _____

Hours _____ Hours _____ Hours _____ Hours _____ Hours _____

No Preference _____ Hours _____

How many hours can you work weekly? _____ Can you work nights? _____

Employment desired Full Time only _____ Part Time only _____ Full - or Part-Time _____

When available for work? _____

Education

Name of school Location Number of years completed Major/Degree

High school _____

College _____

Trade School _____

List any professional designation _____

Other special knowledge, skills or qualifications

Have you ever been convicted of a crime that resulted in plea of guilty, no contests deferred prosecution or conviction of any law violation (except minor traffic violations)? Yes _____ No _____



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If yes, list for each conviction (1) Date of offense; (2) Charge; (3) Jurisdiction; (4) Court name and (5) Disposition.

Have you ever been involved in an incident involving child/elder/person with disabilities abuse, or child/elder/person with disabilities neglect? Yes _____ No _____ If yes, please explain:

Do you have a Drivers License? Yes _____ No _____

Have you had any accidents during the past three years? How many? _____

Have you had any moving violations during the past three years? How many? _____

Have you ever been convicted of a DUI in the past three years? _____

References – we need to have at least 3 references total between employers and personal.

Please list two references other than relatives or previous employers.

Name: _____	Name: _____
Position: _____	Position: _____
Company: _____	Company: _____
Address: _____	Address: _____
Telephone: _____	Telephone: _____
Email: _____	Email: _____

Name: _____	Name: _____
Position: _____	Position: _____
Company: _____	Company: _____
Address: _____	Address: _____
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Employment History – or attach resume with all information

Employer Name (1) _____

Employer Address _____

Employed From: _____ Until: _____

Supervisor's Name: _____ Supervisor's Phone # _____

Supervisor/Employer's Email: _____

Reason for leaving: _____

Job Title: _____

Duties: _____

Employer Name (2) _____

Employer Address _____

Employed From: _____ Until: _____

Supervisor's Name: _____ Supervisor's Phone # _____

Supervisor/Employer's Email: _____

Reason for leaving: _____

Job Title: _____

Duties: _____

May we contact your employers for references? Yes No

Will you be able to perform the essential job functions for the position you are applying for with or without reasonable accommodations? **Yes** **No**



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CERTIFICATION & AUTHORIZATION

I certify that the information in this application is true and complete. I understand that the hiring process will be terminated, or in the event of my employment by F.R.I.E.N.D.S. of Broomfield, Inc., I shall be subject to dismissal, if any information that I have given in this application, the background release form, in any resume or interview or any part of the hiring process is false or misleading or if I have failed to give any information herein requested, or if I have withheld relevant information, regardless of the time elapsed after discovery.

I authorize F.R.I.E.N.D.S. of Broomfield, Inc. to inquire into my educational, professional and past employment history referenced as needed to research my qualifications for this position. I hereby give my consent to any former employer to provide employment-related information about me to F.R.I.E.N.D.S. of Broomfield, Inc. and will hold F.R.I.E.N.D.S. of Broomfield, Inc. and my former employer harmless from any claim made on the basis of such information about me was provided or that any employment decision was made on the basis was of such information. I further authorize F.R.I.E.N.D.S. of Broomfield, Inc. to obtain a criminal background check.

I understand that nothing in this employment application, the granting of an interview or my subsequent employment with F.R.I.E.N.D.S. of Broomfield, Inc. is intended to create an employment contract between myself and F.R.I.E.N.D.S. of Broomfield, Inc. under which my employment could be terminated only for cause. On the contrary I understand and agree that, if hired; my employment will be terminable at will and may be terminated by me or F.R.I.E.N.D.S. of Broomfield, Inc. at any time and for any reason. I understand that no person has any authority to enter into any agreement contrary to the foregoing.

If employed, I will be required to provide original documents which verify my identity and right to work in the United States under the Immigration Reform and Control Act (IRCA) of 1986. The document(s) provided will be used for completion of Form I-9

I hereby acknowledge that I have read and agree to the above statements.

Signature _____ Date _____