



# Application for Employment

(PLEASE PRINT OR TYPE)

2325 W. Broad St.  
Richmond, VA 23220  
T: (804) 249-5412  
F: (804) 622-8058

Position applying for: \_\_\_\_\_ Date available to start: \_\_\_\_\_

## GENERAL INFORMATION

Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_  
(first | middle | last)

Address: \_\_\_\_\_ (street | apt #) \_\_\_\_\_ (city) \_\_\_\_\_ (state) \_\_\_\_\_ (zip code)

Phone: \_\_\_\_\_ (home | cell) Email: \_\_\_\_\_

How did you hear about us? \_\_\_\_\_

Have you previously applied for employment with us? \_\_\_\_\_ If yes, when: \_\_\_\_\_

Do you meet the requirements of the position as stated in the job description? \_\_\_\_\_

Do you have a valid driver's license? \_\_\_\_\_ Do you have access to a car? \_\_\_\_\_

## EDUCATION

	Name & Location of School	Graduated (yes, no)	Year of Graduation	Course of Study/Degree
High School/GED <i>(or last grade completed)</i>	_____	_____	_____	_____
College	_____	_____	_____	_____
Graduate School	_____	_____	_____	_____
Vocational School	_____	_____	_____	_____

Subjects of special study, research, or professional licensure: \_\_\_\_\_

Courses relative to position desired: \_\_\_\_\_

Business machines you can operate: \_\_\_\_\_

Computer and software proficiency: \_\_\_\_\_

Typing speed: \_\_\_\_\_  
(wpm)

**EMPLOYMENT HISTORY**

*List your last three employers, starting with the most recent*

Employer: \_\_\_\_\_ Employed Salary  
Address: \_\_\_\_\_ From: \_\_\_\_\_ Start: \_\_\_\_\_  
Title/Duties: \_\_\_\_\_ To: \_\_\_\_\_ Final: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

Employer: \_\_\_\_\_ Employed Salary  
Address: \_\_\_\_\_ From: \_\_\_\_\_ Start: \_\_\_\_\_  
Title/Duties: \_\_\_\_\_ To: \_\_\_\_\_ Final: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

Employer: \_\_\_\_\_ Employed Salary  
Address: \_\_\_\_\_ From: \_\_\_\_\_ Start: \_\_\_\_\_  
Title/Duties: \_\_\_\_\_ To: \_\_\_\_\_ Final: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

Do you plan to have a second job with another organization while working for Family Lifeline? \_\_\_\_\_  
If yes, please explain: \_\_\_\_\_

**REFERENCES**

*List three professional references, including name, title, address, and phone #*

- 1. \_\_\_\_\_  
\_\_\_\_\_
- 2. \_\_\_\_\_  
\_\_\_\_\_
- 3. \_\_\_\_\_  
\_\_\_\_\_

May we contact your current employer? \_\_\_\_\_  
If yes, please provide name and phone # of contact person: \_\_\_\_\_

Have you ever been convicted of a crime? \_\_\_\_\_  
If yes, please explain: \_\_\_\_\_

**CERTIFICATION – Application Requires Current Date and Original Signature**

I hereby certify that all entries on both sides and attachments are true and complete. I agree and understand that any falsification of information herein, regardless of time of discovery, may cause forfeiture on my part to any employment in the service of Family Lifeline. I understand that all information on this application is subject to verification, and I consent to criminal history background checks. I also consent to references and former employers and education institutions listed being contacted regarding this application. I further authorize Family Lifeline to rely upon and use, as it sees fit, any information received from such contacts.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Please feel free to attach resume or any other supporting documents*