

BUILDING FAMILIES FOR CHILDREN APPLICATION FOR EMPLOYMENT

BFC provides equal employment opportunities (EEO) to all qualified employees and applicants for employment. In addition to federal law requirements, BFC complies with applicable state and local laws governing nondiscrimination in employment.

(Please Print)

Position Applied For:	
Date of Application:	Salary Required:
Have you previously filed an application with us? <input type="checkbox"/> Yes <input type="checkbox"/> No	How did you learn about us?
Last Name:	First Name, Middle Initial:
Address:	Former Name:
Telephone Number(s) where you can be reached:	E-Mail Address:
Are you currently employed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
May we contact your present employer?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you currently on "lay-off" status and subject to recall?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Can you travel if job requires?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you available to work	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Shift work <input type="checkbox"/> Temporary
Are you legally permitted to work in the United States?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Licensure/Certifications

License/Certification	Number	State Licensing Agency	Received mm/yyyy	Expires Mm/yyyy

EMPLOYMENT EXPERIENCE

Start with your present or last job, and list all your jobs going back 20 years. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, handicap or other protected status. Use an additional sheet, if necessary.

Employer:	Work Performed:
Address:	Telephone Number(s):
Job Title:	Supervisor:
Dates Employed:	Reason For Leaving:

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EDUCATION

School Name & Location	Graduated? (yes or no)	Course of Study
High School:		
College:		
Graduate School:		

Describe any specialized training, apprenticeship skills and extra-curricular activities:

Describe honors received:

State additional information you feel may be helpful in considering your application:

REFERENCES

Give name, address and telephone numbers of four references, who are not related to you by blood or marriage. Two references must be from previous/current supervisors.

Name(s)	Firm Name & Address	Phone Number & E-mail address	Relationship To You

I authorize Building Families for Children, Inc. to conduct a reference check with the individuals listed above.

BACKGROUND INFORMATION

Any applicant who has ever been convicted of a felony including, but not limited to, child sexual abuse, physical abuse, and/or domestic violence or found responsible for indicated child abuse by a government agency should not apply for employment with Building Families for Children

Questions	Yes <i>(Please initial)</i>	No <i>(Please initial)</i>
Have you ever been charged with a sexual offense relating to children, child abuse, domestic violence or a crime of violence (as the term “crime of violence” is defined by Maryland law)?		
Have you ever been reported to a social service agency, law enforcement authority, child abuse registry or similar organization regarding abuse, neglect or misconduct regarding children? If so, please provide a description of the circumstances, names and address of the entity receiving the report.		
Have you ever been disciplined or dismissed from employment or a volunteer position by any employer, including charitable or religious organization, following an allegation of child abuse, child neglect, sexual misconduct, sexual harassment or other inappropriate behavior or conduct? If so, please describe the circumstances and provide the name and address of the employer.		
Have you ever been the subject of a civil lawsuit, administrative proceeding or an investigation or allegation of abuse, neglect, sexual misconduct, sexual harassment or other immoral behavior or conduct, involving adults or children? If so, please describe the circumstances and provide the name and address of the employer.		
Have you ever been convicted (the term “conviction” includes a plea or verdict of guilty, plea of nolo contendere, probation before judgment or a disposition of not criminally responsible) of a crime (including DUI)?		
Are you charged with an unresolved criminal charge? Are you charged with a crime that has not resulted in a plea of guilty, court trial, deferred adjudication or dropping of the charge?		
Have you ever had action taken against your professional license?		

If you answered “yes” to any of the above questions, please explain:

PHYSICAL RECORD

Have you been given a position description or had the requirements of the position explained to you? Yes No

Do you understand these requirements? Yes No

Can you perform the requirements of this position with or without reasonable accommodation? Yes No

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge the Employee at any time, with or without cause. It is further understood that this "at will" employment relationship may only be changed by a written contract signed by me and by an authorized executive of this organization.

In the event of employment, I understand that, any omission or false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Under Maryland law, an employer may not require or demand, as a condition of employment, prospective employment or continued employment, that an individual submit to or take a lie detector or similar test. An employer who violates this law is guilty of a misdemeanor and subject to a fine not exceeding \$100.00.

Signature

Date