

The Fuller Center Employment Application



Tomorrow begins today.

The Fuller Center considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, sexual orientation, marital or veteran status, or any other legally protected status. We will make reasonable accommodations for employees with disabilities.

THE FULLER CENTER IS A DRUG FREE AND SMOKE FREE WORK PLACE.

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

_____ City State ZIP Code

Phone: () _____ E-mail Address: _____

Date Available: _____ Desired Salary: \$ _____

Position Applied for: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Are you 18 years of age or older? YES NO

Have you ever been convicted of a felony? YES NO

If yes, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: () _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: () _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: () _____

Address: _____

If hired, applicants will be required to have the following:

- ❖ **Criminal background check (local and federal fingerprint check)**
- ❖ **Statement of Good Moral Character**
- ❖ **A negative urine test for drugs/alcohol (paid by the Employer)**
- ❖ **Physical and Mental Health Statement signed by a physician**
- ❖ **Tuberculin test, proof of one within the past year or waiver signed by physician**
- ❖ **Child abuse & neglect clearance**
- ❖ **40 hour child care course (if working with children)**

Previous Employment

Company: _____ Phone: () _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____
Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: () _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____
Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: () _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____
Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____
Rank at Discharge: _____ Type of Discharge: _____
If other than honorable, explain: _____

Applicant's Disclaimer, Acknowledgment and Signature

I swear that all information above is complete and accurate. If any falsification of my records is found, I understand that I may be dismissed immediately. I further understand that this application does not constitute an offer of employment, and I agree that if I am hired, my employment is for no definite period and may be terminated at any time without previous notice.

If employed by the Employer, I agree to abide by the rules that apply to all employees. I understand that the policies and procedures of the Employer are not intended to create or to be construed as a contract between me and the Employer, and the Employer has maximum discretion permitted by law to interpret, administer change, or modify its rules, policies or benefits.

I understand that in connection with this application, my Employer may request that an investigative consumer report be prepared and that information about me may be obtained through personal interviews with my neighbors, friends, associates, former employers or others with whom I am acquainted or who may have knowledge regarding my character, general reputation, personal characteristics and mode of living. The scope of this investigation, if conducted, may include, without limitation, inquiries addressed to previous employers, educational institutions, credit agencies, law enforcement agencies, city, state and federal courts, and military services. I hereby authorize the employer or its agent to request and obtain an investigative consumer report as described above for the purpose of evaluating my qualifications for employment and release all parties involved from any liability and responsibility in connection therewith.

I further understand that upon my written request, I will be told the nature and scope of the investigation requested and the name and address of the agency from whom the report was requested. I know that I may receive additional information concerning the report by contacting the consumer reporting agency.

To my knowledge, I have never worked for a facility that has had a license or certificate denied, revoked or suspended in any state or jurisdiction nor have I been the subject of a disciplinary action or have been fined while employed in a child care facility.

Signature: _____ Date: _____

To apply, please submit your Fuller Center Employment Application with your resume by either emailing jobs@fullercenterfl.org or mailing directly to

Attn: HR Department

200 NE 14th Street, Boca Raton, FL 33432