

The Wellspring Employment Application

1515 Jackson Street
Monroe, LA 71202
Telephone (318) 651-9314
Fax (318) 651-9320

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, disability, marital or veteran status, or any other legally protected classification or status.

Please complete all sections of this employment application as incomplete information could disqualify you from further consideration.

Date _____ Social Security Number _____

Name _____ Telephone & Cell Number _____

Address _____

Position(s) applied for _____

Are you currently employed? _____ May we contact your present employer? _____

If any employment was under a different name, indicate name _____

On what date would you be available for work? _____ Desired Salary Range _____

Type of employment desired: Full-Time _____ Part-Time _____ Temporary _____ Weekends _____

Will you work overtime if required? _____ Are you able to meet the attendance requirements of the position? _____

Have you been employed with us before? _____ If yes, give date(s) & job title(s) & reason(s) for leaving _____

Do you have any relatives or friends who work for us? Yes _____ No _____ If yes, who? _____

If offered employment, will you be able to submit verification of your legal right to work in the U.S.? _____ Yes
No

Education: List schools attended. Include High School; Vocational College; Technical or Community College; or University.

School Name	Location	# of years	Major(s)	Graduation
-------------	----------	------------	----------	------------

_____	_____	_____	_____	_____
-------	-------	-------	-------	-------

List degree(s) obtained if you graduated from college: _____

Major(s) _____ Minor(s) _____

Certifications and/or Licenses: List any certification or license you currently hold, including the number and expiration date:

Other Job Skills: List other job skills you have not previously listed:

If the job applied for requires driving, do you have the appropriate valid driver's license? _____

Drivers License Number _____ State of Issue _____

Have you had any moving violations within the past 7 years? _____ Please describe & include dates of violations _____

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Employment History: Provide the following information of your past and current employers including military service, assignments or volunteer activities, starting with the most recent. Use additional sheets if necessary. Explain any gaps in employment at bottom of page.

Employer	Dates Employed (From – To)	Type Work Performed & Job Responsibilities
<hr/>		
Address	Telephone Number	
<hr/>		
Immediate Supervisor's Name & Title	May we contact for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<hr/>		
Starting Job Title	Starting Salary (Hourly or Annual)	
<hr/>		
Final Job Title	Final Salary (Hourly or Annual)	

Reason for Leaving

Employer	Dates Employed (From – To)	Type Work Performed & Job Responsibilities
<hr/>		
Address	Telephone Number	
<hr/>		
Immediate Supervisor's Name & Title	May we contact for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<hr/>		
Starting Job Title	Starting Salary (Hourly or Annual)	
<hr/>		
Final Job Title	Final Salary (Hourly or Annual)	

Reason for Leaving

Employer	Dates Employed (From – To)	Type Work Performed & Job Responsibilities
<hr/>		
Address	Telephone Number	
<hr/>		
Immediate Supervisor's Name & Title	May we contact for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<hr/>		
Starting Job Title	Starting Salary (Hourly or Annual)	
<hr/>		
Final Job Title	Final Salary (Hourly or Annual)	

Reason for Leaving

EXPLAIN ANY GAPS IN EMPLOYMENT: _____

Required Information:

Have you ever been convicted, or plead guilty or no contest to a felony or misdemeanor offense in any State? Yes No
(Conviction will not necessarily disqualify an applicant from employment)

If yes, please explain in detail including the crime involved, date and place. _____

Have you ever been bonded? Yes No

If "yes," with what employers? _____

MILITARY:

Have you served in the U.S. Armed Forces? Yes No If yes, what branch, dates of service, & highest rank attained? _____

If applicable, was your discharge honorable? Yes No

References: Please provide three references (non-work and non-family)

1. _____
Name Contact information

2. _____
Name Contact information

3. _____
Name Contact information

APPLICANTS CERTIFICATION & AGREEMENT

I hereby certify that all information included in this application is true and correct to the best of my knowledge and belief and I hereby authorize all investigations deemed necessary by The Wellspring to verify the information contained herein and necessary qualifications for the job(s) for which I am applying. I hereby authorize The Wellspring to obtain this information and release and hold harmless The Wellspring, its President/CEO, managers, and board members, and any company, entity or person providing this information, from any liability or claims resulting from obtaining this information.

If I am offered employment, I consent to a criminal background check and I understand the offer will be contingent upon it. Depending upon the position I am offered, I understand the offer may also be contingent upon the results of a pre-employment drug test, my past employment records, credit history, & driving records.

I understand and agree that if employed, the terms and conditions of my employment, including duties, work hours and days of work may be changed from time to time by The Wellspring as it deems necessary and that employment is at the mutual consent of the employee and The Wellspring. Accordingly, either the employee or The Wellspring may terminate the employment relationship at-will for any or no reason at any time. I understand that no supervisor, official or representative of The Wellspring have any authority to enter into any contract of employment for any specific period of time or to make any agreement, orally or in writing, contrary to the terms of this paragraph (other than the President & CEO and it must be in writing). I further understand and agree that any false or misleading statements or material omissions on this application, on my resume, or made during my interview(s) may result in discontinuation of further consideration of my application, or my immediate dismissal from employment if I have been hired by The Wellspring.

If employed by The Wellspring I also understand I will be required to abide by The Wellspring's policies, procedures, rules and regulations.

Signature of Applicant

Date