



**APPLICATION FOR  
EMPLOYMENT**

50 S. 1st Street Austin Indiana, 47102  
 Email: [Bud@teachingfamilyservices.com](mailto:Bud@teachingfamilyservices.com)

The Refuge For Children Inc. is an Equal Opportunity Employer - All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law, unless such basis constitutes a bonafide occupational qualification.

**Please fill out this application in its entirety.** Any applicant who provides unrequested information will be automatically rejected. *Should you need assistance in completing this application or at any other stage of the hiring process, please notify us immediately.*

This application will be kept active for sixty (60) days after the date of receipt.

**APPLICANT INFORMATION**

Full Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_  
Street Address Apartment/Unit #

\_\_\_\_\_ City State Zip Code

Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

Date Available \_\_\_\_\_ Type of Employment Desired:  Full-time  Part-time

Position Applied For \_\_\_\_\_ Desired Salary \$ \_\_\_\_\_

Are you legally eligible for employment in the United States?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you at least 21 years or older?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you hold a valid driver's license?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you able to perform the essential functions of the job for which you are applying, with or without a reasonable accommodation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been convicted of a felony? <i>*Answering "yes" to the question does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be considered.</i>  If yes, please provide relevant details:	<input type="checkbox"/> Yes* <input type="checkbox"/> No
Can you work any shift?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Can you work overtime, including weekends?	<input type="checkbox"/> Yes <input type="checkbox"/> No

## EDUCATION

Name and location of school	Degree Received?	Subjects studied/Major
High School		
College or University		
Trade or Business School		
Professional Licenses or Certificates		

## PREVIOUS EMPLOYMENT PLEASE LIST MOST RECENT EMPLOYER FIRST

Company:

Phone:

Address:

Supervisor:

Job Title:

Start Date of Employment:

End Date of Employment:

Responsibilities:

Reason for Leaving:

May we contact your previous supervisor for a reference?  Yes  No

Company:

Phone:

Address:

Supervisor:

Job Title:

Start Date of Employment:

End Date of Employment:

Responsibilities:

Reason for Leaving:

May we contact your previous supervisor for a reference?  Yes  No

Company:

Phone:

Address:

Supervisor:

Job Title:

Start Date of Employment:

End Date of Employment:

Responsibilities:

Reason for Leaving:

May we contact your previous supervisor for a reference?  Yes  No

### REFERENCES

*PLEASE LIST THREE PROFESSIONAL REFERENCES WHO HAVE KNOWLEDGE OF YOUR WORK EXPERIENCE.*

Name	Address, Phone, Email	Company	Years Known
1			
2			
3			

### REFERRAL SOURCE

How did you hear about us?  Walk In  Advertisement (*Please list source : \_\_\_\_\_*)  
 Referral (*Please list name: \_\_\_\_\_*)

Have you ever worked for The Refuge For Children before?  Yes  No

PLEASE SEE NEXT PAGE.

## The Refuge For Children's Home Notice to Applicants

*Please read carefully before signing.*

**Disability Accommodation Available for Applicants** I understand that if I require an accommodation for a disability so that I may participate in the selection process I am encouraged to contact the executive director via email at: bud@teachingfamilyservices.com

**Equal Opportunity/Affirmative Action Employer** The Refuge For Children (TRFC) is an Equal Opportunity/Affirmative Action Employer. Consistent with this commitment, qualified individuals are considered for employment and employees are treated during employment without regard to any legally protected status, including sex, race, color, national origin, religion, ex-offender status, sexual orientation, military status, gender, disability, predisposing genetic characteristics, marital status, domestic violence victim status, or veteran status. I understand that if I become employed with TRFC, it is TRFC's expectation that I will comply with all anti-discrimination laws and support TRFC's commitment to diversity and inclusion.

**Application Fraud & Misrepresentation** I certify that all statements (verbal and written) made on any and all material collected during the hiring process are true, complete and accurate and I understand that misrepresentation or omission of facts called for in the employment application, resume, interview process or other application material may prohibit consideration for employment at TRFC and is cause for immediate termination if employed.

**Reference and Background Checking** Applying for a specific job authorizes TRFC to contact any of your schools, your current\* and former employers, or other references for the purpose of verifying information and/or obtaining an account of your education, work experience and skills. By applying for a job you agree to hold any and all of your reference sources harmless and free of any liability for releasing such information. I authorize TRFC to submit my name for a national criminal history check and a check of the nationwide sex offender registry.

*(\* Please note that the point at which Human Resources will contact your employer may vary; however, this is most commonly done on a pre-employment basis usually after the initial interview. This practice is rarely performed on a pre-interview basis. If you have concerns about having your current employer contacted, please communicate those concerns to the person who conducts your initial interview to determine what, if any, alternatives exist.)*

**Employment Eligibility Verification** All offers of employment by TRFC are contingent on the provision of satisfactory proof of your identity and legal authority to work in the United States. You must comply with the requirements of the Immigration and Naturalization Service's Employment Eligibility Verification (I-9 Form) and be able to produce the required documentation within the time frame specified by law.

**Offers of Employment** Please be advised that TRFC will not be bound by offers or conditions of employment other than those made in official offer letters. If you are offered employment with TRFC, as a condition of beginning employment, I will be required to undergo a physical examination by the agency's physician at the agency's cost and to submit to a drug/alcohol screen.

**Employment At-Will** If you are offered and accept employment with TRFC, your employment will be employment "at-will," which means you may terminate the employer-employee relationship at any time, for any reason or for no reason at all. It also means TRFC may terminate your employment at any time, with or without notice, for any non-discriminatory reason or no reason at all. If you have any questions regarding employment at-will, please contact TRFC's Executive Director via email at: bud@teachingfamilyservices.com

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*Printed Name of Applicant*

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*Signature of Applicant*

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*Date*