



APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION

Full Name: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

_____ City State ZIP Code

Home Phone: () _____ Alternate Phone: () _____

E-mail Address: _____ Date of Birth: _____

Social Security Number or Government ID: _____

JOB REQUEST

Position Requested _____ Full Time Part Time

Date you are available to start _____ Salary/Hourly Rate Desired _____

Desert Rose is a 24 hour facility – what hours are you available to work. Please list (be specific) _____

Are you Currently Employed: Yes No If Yes, may we contact your current employer?: Yes No

Have you ever applied to Desert Rose before: Yes No If Yes, When and for what Position _____

How did you hear about this opening? _____

Why do you feel you are suited for this position? _____

Have you ever worked with individuals experiencing Family Violence? Yes No If Yes, please explain _____



EDUCATION

Type of School	Name and Location	Did you Graduate	Grade Average	Major/Minor or area of study
High School		<input type="checkbox"/> Yes <input type="checkbox"/> No		
Trade School or Junior College		<input type="checkbox"/> Yes <input type="checkbox"/> No		
College or University		<input type="checkbox"/> Yes <input type="checkbox"/> No		
Graduate School		<input type="checkbox"/> Yes <input type="checkbox"/> No		
Military or Other		<input type="checkbox"/> Yes <input type="checkbox"/> No		
Applicable Seminars or Classes		<input type="checkbox"/> Yes <input type="checkbox"/> No		
Professional License or Certification		<input type="checkbox"/> Yes <input type="checkbox"/> No		
Software or Equipment		<input type="checkbox"/> Yes <input type="checkbox"/> No		
Other		<input type="checkbox"/> Yes <input type="checkbox"/> No		

Please list below any special skills, extra curricular activities or clubs or areas of research that you feel are an asset to you in this position.

EMPLOYMENT HISTORY

Please list below, the last three employers starting with the last one first.

Dates of Employment (month/year)	Name and Address of Employer	Salary or Hourly Rate	Position Held	Reason for Leaving
From: To:				
From: To:				
From: To:				

Volunteer Experience: Please list any volunteer activities that would be pertinent to this position. _____



REFERENCES

Please give the names and contact information for three individuals, not related to you, whom you have known for at least one year.

Name	Address & Phone	Relationship	Years Acquainted

EMERGENCY CONTACT

In case of Emergency Contact:

Name	Address	Phone(s)

CONSIDERATIONS FOR EMPLOYMENT

I certify that all the information submitted by me on this application is true and complete, and I understand that if any false information, omissions or misrepresentations are discovered, my application may be rejected and if I am employed, my employment may be terminated at any time.

Due to the nature of the services that Desert Rose Foundation provides, it is necessary to perform a Background/Criminal History Check and a Compliance Check for the National Child Protection Act. I hereby authorize Desert Rose to perform these checks.

In consideration of my employment, I agree to conform to Desert Rose’s rules and regulations, and I agree that my employment and compensation can be terminated with or without cause and with or without notice, at any time, at either my or Desert Rose’s option. I also understand and agree that the terms and conditions of my employment may be changed, with or without cause, and with or without notice, at any time by Desert Rose. I understand that no Desert Rose Representative, other than its President, and then only when in writing and signed by the president, has any authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing.

_____ Date _____ Signature _____

INTERVIEW INFORMATION (do not write below this line)

Interviewed by _____ Date _____
 Remarks: _____

Hired: Yes No If No, would you recommend for another position? _____

Salary/Hourly Rate _____ Position _____ Date Reporting to Work: _____

Schedule: M: _____ TU: _____ W: _____ TH: _____ F: _____ SA: _____ SU: _____

Orientation to Begin _____ Orientation to be given by _____



Background Checks and Compliance with the National Child Protection Act

Desert Rose Foundation will conduct Background Checks for criminal activities and substantiated cases with the Department of Child Services on every staff and volunteer member with the Desert Rose Foundation. Desert Rose Foundation uses Safe Hiring Solutions to provide these background checks. Anyone found to be convicted of a violent crime, or a crime against children that is in violation with the National Child Protection Act will not be employed or allowed to volunteer at our facility for the safety of our clients.

The background check will be performed within 6 months prior to hire. In the event the background check is not done prior to hire and the employee or volunteer is found to be not acceptable for hire, they will be terminated immediately.

Procedure for Background and Child Protection Act Checks:

1. Desert Rose will obtain a signed release from the potential staff or volunteer at the time of application.
2. The Volunteer/Staff Coordinator or Director will obtain the Background Report from Safe Hiring Solutions. Both maintain a password to the account for the authorization of the checks.
3. The Volunteer/Staff Coordinator or Director will review the report and file it in the employee file.

RELEASE FORM TO FOLLOW



Background Check & National Child Protection Act Compliance Check
Release Form for Employment

NOTICE REGARDING BACKGROUND INVESTIGATION

A consumer report (background screening report) and/or an investigative consumer report which may include information concerning your character, employment history, general reputation, personal characteristics, police record, education, qualifications, motor vehicle record, mode of living, and/or credit and indebtedness may be obtained in connection with your application for and/or continued employment with Desert Rose Foundation, Inc.. **A consumer report and/or an investigative consumer report may be obtained at any time during the application process or during your employment with the Desert Rose Foundation, Inc..** You have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report. Please be advised that the nature and scope of the most common form of investigative consumer report obtained with regard to applicants for employment is an investigation into your education and/or employment history conducted by Safe Hiring Solutions LLC, P.O. Box 295, Danville, IN 46122 888-215-8296.

AUTHORIZATION

By signing below, I, _____, hereby voluntarily authorize Desert Rose Foundation, Inc. to obtain either a consumer or an investigative consumer report about me from a consumer reporting agency and to consider this information when making decisions regarding my employment and/or continued employment at Desert Rose Foundation, Inc.. I understand that I have rights under the Fair Credit Reporting Act, including rights discussed above. This report may be delivered in either written or electronic form.

Print Name (last, first, middle)

Social Security Number

Date of Birth (MM/DD/YYYY)

Drivers License Number

Drivers License State

(For ID Purposes Only)

Any other names I have been known by: _____

Current Address: _____

Previous Addresses (Last 7 Years) _____

Signature

Date

Check for CA, MN or OK applicants only, if you would like to receive a copy of the consumer report if one is obtained.