

WEBSTER-CANTRELL HALL

Employment Application



1942 E. Cantrell St. Decatur, IL. 62521 (217)423-6961

APPLICANT INFORMATION									
Last Name			First			M.I.		Date	
List any additional Names previously used									
Street Address					Apartment/Unit #				
City				State		ZIP			
Phone			E-mail Address						
Date Available			Social Security No.			Desired Salary			
Position Applied for									
Are you a citizen of the United States?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?			YES <input type="checkbox"/>	NO <input type="checkbox"/>	
If applying for a Youth Care Worker position, are you 21 or over?		YES <input type="checkbox"/>	NO <input type="checkbox"/>						
Would you work prefer to work: circle one		Full time	Part time	Days/Hours available: M T W TH F S SU			HOURS:		
Training or Skills:									
Previous Experience with Children & Families									
Have you ever worked for this company?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?					
Have you ever been convicted of a felony?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain					
Do you have a current valid driver's license?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	Number _____			State issued _____		
If no, explain _____									
Do you have any friends or relatives currently employed with WCH? Names _____									
EDUCATION									
High School			Address						
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree				
College			Address						
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree				
Other			Address						
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree				
REFERENCES									
<i>Please list three professional references.</i>									
Full Name			Relationship						
Company			Phone						
Address									
Full Name			Relationship						
Company			Phone						

REFERENCES CONTINUED...			
Address			
Full Name		Relationship	
Company		Phone	
Address			

PREVIOUS EMPLOYMENT (PLEASE BEGIN WITH MOST CURRENT, AND EXPLAIN ANY GAPS)			
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 <input type="checkbox"/> NO <input type="checkbox"/>			
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 <input type="checkbox"/> NO <input type="checkbox"/>			
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 <input type="checkbox"/> NO <input type="checkbox"/>			

Please attach separate pages if needed for employment information and submit current resume. Applicable "official" transcripts of education will be required if hired.

MILITARY SERVICE	
Branch	From To
Rank at Discharge	Type of Discharge
If other than honorable, explain	

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

I authorize Webster-Cantrell Hall to check and verify all information on the application and fully release Webster-Cantrell Hall from any liability resulting from the verification process.

I authorize Webster-Cantrell Hall to investigate my personal and financial credit, as well as to conduct a background investigation and inquiry regarding any child abuse and neglect history, criminal history, my character, general reputation, and personal characteristics.

I further understand that past or future offenses due to the nature of my employment which are outlined by DCFS may cause my employment to be denied or discontinued. In addition, due to the nature of our agency and services provided, contingent upon employment, I do hereby agree to maintain my eligibility to drive and keep my license current and valid within the State of Illinois. Such failure to do so may result in my employment offer being rescinded or terminated.

Signature

Date

FOR
OFFICE
USE ONLY

INTERVIEWER _____

DATE OF INTERVIEW _____

INTERVIEWER _____

DATE OF INTERVIEW _____



WEBSTER-CANTRELL HALL

EQUAL EMPLOYMENT OPPORTUNITY FORM

Applicant Information

Full Name: (OPTIONAL)
Last First M.I.

PLEASE SEPARATE AND RETURN THIS FORM TO THE RECEPTIONIST ALONG WITH COMPLETED APPLICATION

Voluntary Information

This information is being requested in accordance with federal regulations. The information is voluntary and will not be used when considering you for employment with our company.

Racial or Ethnic Group

- | | | |
|--------------------------------------------------|-------------------------------------------------|-------------------------------------------------|
| <input type="checkbox"/> American Indian/Alaskan | <input type="checkbox"/> Asian/Pacific Islander | <input type="checkbox"/> Black/African American |
| <input type="checkbox"/> Hispanic/Latino | <input type="checkbox"/> White/Caucasian | <input type="checkbox"/> Other |

Gender

- | | |
|---------------------------------|-------------------------------|
| <input type="checkbox"/> Female | <input type="checkbox"/> Male |
|---------------------------------|-------------------------------|

Military Service

- | | |
|-------------------------------------------|-------------------------------------------|
| <input type="checkbox"/> Pre-Vietnam Era | <input type="checkbox"/> Vietnam Era |
| <input type="checkbox"/> Post-Vietnam Era | <input type="checkbox"/> Disabled Veteran |

Handicapped or Disabled?

- | | |
|------------------------------|-----------------------------|
| <input type="checkbox"/> YES | <input type="checkbox"/> NO |
|------------------------------|-----------------------------|

How did you hear about this position?

- | | | |
|--------------------------------------|-------------------------------------------|---------------------------------------------------|
| <input type="checkbox"/> Newspaper | <input type="checkbox"/> Company Employee | <input type="checkbox"/> Professional Publication |
| <input type="checkbox"/> Job Fair | <input type="checkbox"/> Placement Office | <input type="checkbox"/> Website |
| <input type="checkbox"/> Other _____ | | |

WEBSTER-CANTRELL HALL IS AN EQUAL OPPORTUNITY EMPLOYER AND DRUG FREE WORKPLACE