

STEPPING STONES JOB APPLICATION

Stepping Stones is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, color, national origin, religion, ancestry, age, gender, marital status, sexual orientation, disability, handicap, veteran status, or any protected status. Stepping Stones will provide qualified disabled applicants with reasonable accommodations needed to secure employment with the organization and to perform the essential functions of a position desired, unless doing so would result in an undue burden.

Instructions: Please complete ENTIRE job application even though you may have provided a resume.

Position applied for _____ Date of application _____

Name _____

Address _____ City _____ State _____ ZIP _____

Day Telephone No. _____ Evening Telephone No. _____ Email _____

Are you over 21? Yes _____ No _____ Are you legally eligible for employment in the US? Yes _____ No _____

(If offered employment, you will be required to provide documentation to verify employment eligibility.)

Driver's license number if driving may be required in the position for which you are applying _____

Have you ever been involved in a child protective matter? If yes, please explain.

Have you ever pled "guilty" or "no contest" to, or been convicted of a crime within the last 10 years? Yes _____ No _____

Answering "yes" 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.

If "yes" please provide date/s and details _____

Employment History (Last employer first)

Employer _____ Address _____ City _____ State _____

Dates of employment From _____ To _____ Starting Salary _____ Current Salary _____

Why did you/ do you want to leave? _____

Summary of job _____

May we contact for a reference? Yes _____ No _____ Later _____ If NO, why not? _____

Employer _____ Address _____ City _____ State _____

Dates of employment From _____ To _____ Starting Salary _____ Last Salary _____

Why did you leave? _____

Summary of job _____

May we contact for a reference? Yes _____ No _____ Later _____ If NO, why not? _____

Employer _____ Address _____ City _____ State _____

Dates of employment From _____ To _____ Starting Salary _____ Last Salary _____

Why did you leave? _____

Summary of job _____

May we contact for a reference? Yes No Later If NO, why not? _____

Educational Background (Most recent school attended first)

School _____ City _____ State _____ Years Completed _____ Major/Minor _____ Degree _____

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Skills and Qualifications

Summarize any special training, licenses and/or certificates that may assist you in performing the position for which you are applying

Applicant Statement

I expressly authorize, without reservation, Stepping Stones, its representatives, employees or agents to contact and obtain information from all references, employers, public agencies, licensing authorities, and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume, or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me. I certify that all the facts set forth in the above employment application are true and complete to the best of my knowledge and I authorize the organization to verify their accuracy and to obtain reference information on my work performance. I hereby release Stepping Stones from any and all liability of whatever kind and nature which, at any time, could result from obtaining and having an employment decision based on such information. I understand that, if employed, falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for employment termination without prior notice.

I understand that in evaluating my application for employment and to evaluate my continued suitability for employment, Stepping Stones may from time to time procure or have prepared an employment, education, criminal history, motor vehicle, military and/or investigative report, or a report about my background, character, general reputation, mode of living, and/or employment performance about me. I consent to and authorize Stepping Stones to obtain these reports, and by copy of this authorization, I have been notified that: 1. the reports may be requested; 2. that upon request, I will be informed whether such a report has been requested; and 3. that upon request, I will be informed of the name and address of any agency that furnished any report.

I also understand that upon written request and within five days after receipt of my request, I am entitled to complete disclosure about the nature and scope of this investigation. I authorize all persons, schools, employers, companies, corporations, law enforcement agencies and other government agencies to release information to Stepping Stones and to any organization hired by them. The authorization includes matters of opinion relating to character, ability, reputation and past performance.

If extended an offer of employment, I may be required to undergo a pre-employment physical examination by a physician selected by Stepping Stones. I understand that any offer of employment is conditioned upon the results of this post-offer examination.

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and Stepping Stones reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's CEO. I also understand that if I hired, I will be required to provide proof of identity and legal authorization to work in the US and that federal immigration laws require me to complete an I-9 in this regard.

I certify that I have read and fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant _____ Date _____