



APPLICATION FOR EMPLOYMENT

We consider applicants for all positions without regard to race, creed, color, sex, age, disabilities, or other developmental disabilities, national origin, religion, or political affiliation, ethnicity, veteran status, sexual orientation, HIV Infection, AIDS Related Complex, AIDS, or any other legally protected status.

Application Date: _____

PERSONAL INFORMATION

Last Name	First Name	Middle Initial	Social Security Number
Address		City	State Zip Code
Telephone Number(s)		Best Time to Contact You	

EMPLOYMENT DESIRED

Position Desired	Date Available	Schedule Desired <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time	Salary Desired
Have you ever been employed with us before? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, give date: _____	
Have you ever filed an application with us before? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, give date: _____	
Are you 18 years of age or older? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Are you prevented from lawful employment in the United States because of Visa or Immigration Status? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Are you currently employed? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, may we contact your present employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you ever been convicted of a felony? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please describe: _____			
Have you ever been convicted of a crime involving dishonesty? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please describe: _____			

EDUCATION

School	Name and Location of School	Course of Study	Years Completed	Diploma/Degree
High School				
Undergraduate College				
Graduate/Professional				
Other (Specify)				

Mature Services is an equal opportunity employer and service provider.

WORK EXPERIENCE

Complete the section below beginning with your present or last job. Please include all jobs held in the past 10 years. (Attach additional pages if necessary.)

Employer	Dates Employed From: _____ To: _____	Title
Address	Salary From: _____ To: _____	Duties Performed
Telephone Number	Reason for leaving employment	
Supervisor		

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OTHER QUALIFICATIONS Use this space to list special job-related skills, training, qualifications or experience.

Do you have any limitations that would interfere with your ability to perform any of the essential functions of any of the positions you are seeking to fill? (See job posting for the positions for details of the essential functions.) Yes No
If yes, please describe the limitations:

REFERENCES Indicate three individuals who may be contacted as references. Do not include family members.

Name	Business	Telephone Number	Best Time To Contact	Years Acquainted
1.				
2.				
3.				

APPLICANT'S STATEMENT

I certify that the facts contained in this application are true and complete. I understand that, if employed, falsified statements on this application shall be grounds for dismissal. I authorize investigation of all statements contained in this application as may be necessary in arriving at an employment decision. I authorize my employers and references to give any and all information they may have concerning my previous employment and any pertinent information they may have otherwise to Mature Services, Inc. and I release all parties from all liability for any damage that may result from furnishing same. I agree that any claim or lawsuit relating to any employment issues I may have with Mature Services, Inc. must be filed and served on Mature Services, Inc. by certified mail no more than six (6) months after the date of the adverse employment action that is the subject of the claim or lawsuit. I waive all other statutes of limitations to the contrary. I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature. This means the employee may resign at any time and the employer may discharge the employee at any time for any lawful reason.

Signature: _____ Date: _____

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APPLICANT PROFILE

Mature Services, Inc. is an Equal Opportunity Employer and we comply with the rules, regulations and responsibilities governing fair employment practices. All applicants' rights to privacy shall be respected, and all information will remain confidential. The following information will not be utilized by the organization in its selection process. This information is collected and analyzed in aggregate form, used for reporting purposes and so the organization is able to monitor the effectiveness of its recruitment process and sources.

Date: _____

Name: _____

Position(s) Applied For: _____

Applicant referred to Mature Services by:

- | | |
|----------------------------------------------------------|------------------------------------------------|
| <input type="checkbox"/> Personal Referral/Word of Mouth | <input type="checkbox"/> Radio/Television |
| <input type="checkbox"/> Job Fair | <input type="checkbox"/> Website |
| <input type="checkbox"/> Newspaper | <input type="checkbox"/> Agency Referral _____ |
| <input type="checkbox"/> Job Posting _____ | <input type="checkbox"/> Other _____ |

Gender: Male
 Female

Race/Ethnicity: Please check the box corresponding to the ethnic group with which you identify:

- Hispanic or Latino** – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.
- White (Not Hispanic or Latino)** – A person having origins in any of the original peoples of Europe, the Middle East or North Africa.
- Black or African American (Not Hispanic or Latino)** – A person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)** – A person having origins in any of the peoples of Hawaii, Guam, Samoa or other Pacific Islands.
- Asian (Not Hispanic or Latino)** – A person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
- American Indian or Alaska Native (Not Hispanic or Latino)** – A person having origins in any of the original peoples of North and South America (including Central America) and who maintain tribal affiliation or community attachment.
- Two or More Races (Not Hispanic or Latino)** – all persons who identify with more than one of the above five races.