

Lifescape Community Services/Community Kitchen, Inc.

Employment Application

705 Kilburn Avenue Rockford, IL 61101

Last Name	First Name	Middle Name	Date of Application
Address		City	How did you hear about us?
State	Zip	Telephone #	How Long at present address? Years _____ Months _____
E-Mail (Optional) : _____			

Previous Address if current address is less than 3 years old _____

Lawfully authorized to work in the U.S.? No Yes

Have you ever been known by another name? No Yes If yes, list _____

What position(s) are you applying for?

Management Clerical Driver Server Cook Kitchen Help Maintenance Program Aide
 LPN/RN Caseworker Other/Specify _____
 Full Time Part Time Substitute Temporary Volunteer

Have you completed and passed a food sanitation course? No Yes

If Yes, can you provide a copy of your certification? No Yes

Are you professionally licensed? No Yes If yes, nature of license _____

Date of expiration _____ Date of last license, if applicable _____ License Number _____

I understand that if I am offered a Driver position I will be required to provide Lifescape Community Services with proof of a valid driver's license, a current MVR report, and personal automobile insurance coverage. **Please Initial Here.** _____

Have you ever worked for us before? No Yes If yes, give dates of employment _____

Reason for leaving: _____

Do you have friends or relatives working for us? No Yes

If yes, give name(s) and relationship to you such as friend or family member. _____

Are you currently employed? No Yes Are you currently on "lay-off" status and subject to recall? No Yes

Days and times you are available to work? (Circle day and write down times available)

Mon _____ Tue _____ Wed _____ Thu _____ Fri _____

Can you travel within a four county area, around Rockford, if required by the position you are applying for? No Yes

List any special skills, training, experiences, awards, or offices held which qualify you for the position(s) for which you are applying. You may exclude membership that would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status.

Check any additional skills, equipment operated, or software used.

Access DOS Excel Word Print Master IBM Compatible Microsoft Office Pro
 Calculator Typewriter Other/Specify _____

Educational Information	Name of School & Complete Address	Course of Study/ Major	Years Completed	Diploma/Degree Received
High School			1 2 3 4	Yes / No
Undergraduate School			1 2 3 4	Yes / No
Other/Specify			1 2 3 4	Yes / No

Have you ever served in United States Armed Forces? ___ No ___ Yes Please list dates of service: From ___ To ___
 Branch of Service? _____

WORK EXPERIENCE: Begin with your present or last job. (Go back 10 years minimum if available)

Dates	Name and Address of Employer	Position	Supervisor Name & Phone #	Reason for Leaving
From:				
To:				
From:				
To:				
From:				
To:				

Have you ever been convicted of a felony, a crime against morals, or any crime excluding misdemeanors and status offenses which have not been vacated, expunged, or sealed by a court.? ___ No ___ Yes If yes, describe in full detail

Note: A conviction is not an automatic bar to employment but is reviewed in relation to the job applied for. Convictions not reported may be cause for immediate dismissal. You are not obligated to disclose expunged juvenile records of conviction or arrest.

PLEASE READ THE FOLLOWING PARAGRAPH BEFORE SIGNING THIS APPLICATION

I certify the information given herein is true and complete to the best of my knowledge and understand in the event of employment, any false, misleading, or omission of information on this application may result in discharge. If employed, I understand and agree to conform to the rules and policies of Lifescape Community Services, Inc./Community Kitchen. Employment may be terminated at any time, without prior notice and employment will not be governed by any expressed or implied contract. **I understand and acknowledge, unless otherwise defined by applicable law, any employment relationship with this organization is of an “at will” nature, which means I may resign at any time and the employer may discharge me at any time with or without cause.** I authorize Lifescape Community Services, Inc./Community Kitchen to conduct any discovery investigation of all statements contained in this application as may be necessary in arriving at an employment decision. I authorize the organization to request reference information from the employers and education information I have provided. As part of the discovery investigation, I may be asked to provide copies of the following items for background investigation: drivers license, certifications, degrees, or other licenses. If I am asked to appear for a pre-employment physical, drug testing, or if a credit investigation is going to be done, I will be required to sign a waiver before any tests or research is completed. **Lifescape Community Services, Inc./Community Kitchen is an Equal Opportunity Employer and does not discriminate in admission to programs or activities or treatment of employment in programs or activities in compliance with the Illinois Human Rights Act; Section 504 of the Rehabilitation Act; the Age Discrimination Act; and the U.S. and Illinois Constitutions.**

I acknowledge and agree to all of the above. _____
Applicant Signature Date