



Thank you for applying for employment with Stanford Home for Children. You have applied to work at a very special place! A place where our employees believe strongly in our Mission “Strengthening children and families: to dream, to overcome, to thrive.” A place that puts the needs of our children and families who we serve above all else...a place where our programs actually help children and families thrive in meaningful ways....a place where personal accountability is essential...and a place where we take the time and effort to recognize and celebrate the contributions that our employees make to our Mission.

Stanford Home is looking for a select group of individuals to join us. We don’t want just anyone. If you can get behind our Mission, put the needs of children and families first, like to be recognized for your achievements, can accept feedback about your performance, and have a good sense of humor while at the same time being extremely serious about providing great, high quality work in whatever you do, this is the place you have always wanted to work. Thanks again for applying and good luck!

_____ I have read this opening statement and wish to submit my application for employment.
Initials



STANFORD HOME
 Helping Children
 Renewing Families Since 1900

APPLICATION FOR EMPLOYMENT

Date: _____

1. Last Name: _____ First Name: _____ M.I.: _____			
2. Address: _____ City: _____ State: _____ Zip: _____			
3. Phone Numbers: Primary #: _____ Secondary #: _____			
4. Position(s) Desired: _____ How did you hear about this position? _____			
5. Referred by: _____ Nature of Acquaintance: _____			
6. Are you a U.S. Citizen or otherwise authorized to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No			
7. Do you possess a valid California Driver's License? <input type="checkbox"/> Yes <input type="checkbox"/> No			
8. Are you over 18 years of Age? <input type="checkbox"/> Yes <input type="checkbox"/> No			
9. What values do you hold important as an individual? Please list them and tell us briefly how these values help you in your professional life.			
10. Have you ever been convicted of a crime? <input type="checkbox"/> Yes <input type="checkbox"/> No (Conviction does not necessarily disqualify applicant from employment.) If yes, please explain:			
11. Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, Describe the functions that cannot be performed:			
<small>(Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Hire may be subject to passing a medical examination, and to skill and agility test.)</small>			
12. Education			
	Name and Location of School	Major/Minor	Degree/Certificate or Number of Units Completed
High School			
College/University			
College/University			
Other Training/Education			
13. List skills or talents which you possess that may be useful in the position(s) for which you are applying:			

14. Have you ever applied to Stanford Home for a job before? Yes No If yes, when:

15. List certificates of professional achievement, association membership, credentials or licenses that are current and relative to the position(s) for which you are applying:

16. List names and addresses or phone number of three references other than relatives who have knowledge of your work performance.

Name	Address/Phone Number	Nature of Acquaintance (supervisor, teacher, etc)	# of years acquainted

17. Employment History List below all present and past employment starting with your most recent employer (to encompass at least 5 years). Account for all periods of unemployment. You must complete this section even if attaching a resume.

Most Recent Employer: _____ Telephone : _____
Street Address: _____ City: _____ State: _____ Zip Code: _____
Date Started: _____ Job Title: _____ Type of Work: _____
Date Left: _____ Name and Title of Supervisor: _____
Reason for Leaving: _____
May we contact this employer for a reference? Yes No

Previous Employer: _____ Telephone: _____
Street Address: _____ City: _____ State: _____ Zip Code: _____
Date Started: _____ Job Title: _____ Type of Work: _____
Date Left: _____ Name and Title of Supervisor: _____
Reason for Leaving: _____
May we contact this employer for a reference? Yes No

Previous Employer: _____ Telephone: _____
Street Address: _____ City: _____ State: _____ Zip Code: _____
Date Started: _____ Job Title: _____ Type of Work: _____
Date Left: _____ Name and Title of Supervisor: _____
Reason for Leaving: _____
May we contact this employer for a reference? Yes No

Please Read Carefully, Initial Each Paragraph and Sign Below

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

Initials

I understand that nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between Stanford Home for Children and myself. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or Stanford Home for Children and that no promises or representations contrary to the foregoing are binding on Stanford Home for Children unless made in writing and signed by me and Stanford Home for Children's designated representative.

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Should a search of public records (including records documenting an arrest, indictment, conviction, civil judicial action, tax lien or outstanding judgment) be conducted by internal personnel employed by Stanford Home for Children, I am entitled to copies of any such public records unless I mark the check box below. If I am not hired as a result of such information, I am entitled to a copy of any such records even though I have checked the box below.

Initials

I waive receipt of a copy of any public records described in the paragraph above.

I hereby authorize Stanford Home for Children to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the company any and all letters, reports or other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release Stanford Home for Children, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigations or disclosure.

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I understand that it is Stanford Home for Children's policy to comply with applicable state and federal laws prohibiting discrimination in employment based on Age (40 and over), Ancestry, Color, Religious Creed, Denial of Family and Medical Care Leave, Disability (mental and physical) including HIV and AIDS, Marital Status, Medical Condition (cancer and genetic characteristics), National Origin, Race, Religion, Sex, Sexual Orientation, or any other protected classification.

Initials

Applicant's Signature

Date

If you have any questions or need assistance with this application
please contact Human Resources at:

(916) 344-0199

or send an email to:

HR@stanfordhome.org

Applications can be

Faxed to: (916) 344-0196,

or

Mailed to:

8912 Volunteer Lane, Sacramento, CA 95826