



Application for Employment

Bridges is an Equal Opportunity / Affirmative Action / Drug Free Workplace Employer and voluntarily complies with Federal, State, and Municipal Laws that prohibit discrimination in employment because of race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

General Instructions:

1. Type or print in ink this application in its entirety.
2. Specify the position for which you are applying.
3. Sign your name in the Certification Section. All information you submit is subject to verification.

Position(s) Applied For
How Did You Learn About Us? <input type="checkbox"/> Advertisement <input type="checkbox"/> Friend <input type="checkbox"/> Walk-In <input type="checkbox"/> Employment Agency <input type="checkbox"/> Relative <input type="checkbox"/> Other (specify):

Date of Application:

Last Name	First Name	Middle
Address: Street	City	State Zip
Telephone Number(s) Home Phone:	Cell Phone:	
Email Address:	Social Security Number	

If you are under 18 years of age, can you provide proof of your eligibility to work? Yes No

Have you filed an application with us before? Yes No If yes, give date _____

Are you currently employed? Yes No

May we contact your present employer? Yes No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? Yes No

Proof of citizenship or immigration status will be required upon employment.

On what date would you be available for work? _____

Are you available to work: Full Time Part Time Temporary

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

Can you travel locally if a job requires it? Yes No

Education

	Name of School	City and State of School	Degree Received
High School			Received: Diploma <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> GED <input type="checkbox"/> Other (specify):
Your name if different while attending school:			

	Name and City of School	Course of Study	Years Completed	Degree Received
Undergraduate College				
Graduate Professional				
Other (specify)				
Your name if different while attending school:				

Describe any specialized training, apprenticeship, skills and extra-curricular activities.

Summarize special job-related skills and qualifications acquired from employment or other experience.

Describe any job-related training received in the United States military, or from prior employment:

List professional, trade, business or civic activities and offices held.
You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status.

Specialized Skills	Check Skills / Equipment Operated
<input type="checkbox"/> Computer <input type="checkbox"/> FAX <input type="checkbox"/> MS Word <input type="checkbox"/> Excel	Production / Mobile Machinery (list): _____ Other (list): _____

Many positions require driving a leased vehicle. In order to qualify as a driver, the applicant must meet the following conditions: 1) Must possess a valid Florida Drivers' License, 2) Must be at least 25 years of age, must have had at least 5 years of licensed driving experience and 3) must have no significant violations in the last 3 years. Please check the requirements of the job you are applying for. If it is a position that requires driving, can you meet the stated requirements?
 Yes No Not applying for a driving position

Background information

HAVE YOU EVER BEEN CONVICTED OF A FELONY OR MISDEMEANOR? Yes No
If yes, what charges? _____
Where convicted? _____ Date of conviction? _____

HAVE YOU EVER PLED NOLO CONTENDERE OR PLED GUILTY TO A CRIME WHICH IS A FELONY OR A MISDEMEANOR? Yes No
If yes, what charges? _____
Where? _____ Date? _____

HAVE YOU EVER HAD THE ADJUDICATION OF GUILT WITHHELD TO A CRIME WHICH IS A FELONY OR A MISDEMEANOR? Yes No
If yes, what charges? _____
Where? _____ Date? _____

NOTE: A "Yes" answer to these questions will not automatically bar you from employment. The nature, job-relatedness, severity and date of the offense in relation to the position for which you are applying are considered.

Employment Experience

Start with your present or last job. Include any job related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status. You may attach a resume for additional information, **but this area must be completed.** List all jobs, even part time, temporary, or on-call jobs held within the last seven years. Use additional paper, if needed.

Employer	Dates Employed		Work Performed
	From	To	
Street Address			
City, State, Zip	Hourly Rate / Salary		
	Starting	Final	
Telephone Number(s) ()			
Job Title	Supervisor		
Reason for Leaving:			

Employer	Dates Employed		Work Performed
	From	To	
Street Address			
City, State, Zip	Hourly Rate / Salary		
	Starting	Final	
Telephone Number(s) ()			
Job Title	Supervisor		
Reason for Leaving:			

Employer	Dates Employed		Work Performed
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Street Address			
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Telephone Number(s) ()			
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Employer	Dates Employed		Work Performed
	From	To	
Street Address			
City, State, Zip	Hourly Rate / Salary		
	Starting	Final	
Telephone Number(s) ()			
Job Title	Supervisor		
Reason for Leaving:			

Additional Information

State any additional information you feel may be helpful to us in considering your application.

Work References We May Contact

1.	_____ () _____			
	Name	Title	Phone #	

	Street Address	City	State	Zip
2.	_____ () _____			
	Name	Title	Phone #	

	Street Address	City	State	Zip

Personal References We May Contact (Do not include relatives)

1.	_____ () _____			
	Name		Phone #	

	Street Address	City	State	Zip
2.	_____ () _____			
	Name		Phone #	

	Street Address	City	State	Zip
3.	_____ () _____			
	Name		Phone #	

	Street Address	City	State	Zip

Certification (Important - Read Carefully)

I am aware that any **omissions, falsifications, misstatements, or misrepresentations above** may disqualify me for employment consideration and, if I am hired, may be grounds for termination at a later date. I understand that any information I give may be investigated as allowed by law. I consent to the release of information about my ability, employment history, and fitness for employment by employers, schools, law enforcement agencies, and other individuals and organizations to investigators, personnel staff, and other authorized employees of Bridges for employment purposes. This consent shall continue to be effective during my employment if I am hired. I certify that to the best of my knowledge and belief all of the statements contained herein and on any attachments are **true, correct, complete and made in good faith.**

In consideration of my employment, I agree to conform to the rules and regulations of Bridges. I understand and agree that tests to detect the use of drugs or controlled substances and the misuse of prescription medication is required. A failure or refusal to be drug tested terminates any further employment processing.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an 'at will' nature, which means that the Employee may resign at any time and the Employer may discharge the Employee at any time with or without cause. It is further understood that this 'at will' employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

Signature of Applicant

Date