



This Company is an equal opportunity employer. In all our employment practices, including hiring, we are firmly committed to equal opportunity without regard to race, religion, color, sex, age, national origin, citizenship, disability or any other basis of discrimination prohibited by applicable local, state or federal law. No question on this application is used for the purpose of limiting or excluding any applicant's consideration for employment on such grounds.

ANSWER ALL QUESTIONS. INCOMPLETE APPLICATIONS WILL BE REJECTED

Name: _____ Street Address: _____
 Last First M
 Apt # _____
 Or Box _____ City _____ State _____ Zip _____ SS No _____ - _____ - _____
 Telephone (_____) _____ - _____ **18 or older?** [] Yes [] No **If not, Birth Date:** _____

- Did any employer, school or reference know you by another name? [] Yes [] No
- If Yes, indicate other name: _____
- **Position for which you are applying:** _____
- What wage/salary do you expect? \$ _____ per _____
- **If hired, when could you start work?** _____
- Are you willing to travel? [] Yes [] No If Yes, what percentage? _____
- Would you be willing to relocate? [] Yes [] No
- If Yes, preference: _____
- Do you have a Class I Fingerprint Clearance Card? [] Yes [] No
- If No, would you be able to obtain one? _____
- Who referred you to this company for employment? _____
- Names of friends or relatives working for the Company (list name(s) and relationship):

AVAILABILITY:

How many hours per week are you available for work? _____ (LIST TIMES BELOW)

	Monday	Tuesday	Wednesday	Thursday	Friday	<u>Saturday</u>	<u>Sunday</u>
FROM							
TO							

CERTAIN POSITIONS WITHIN THE COMPANY REQUIRE USE OF A CAR OR OTHER MOTORIZED VEHICLE. IF USE OF SUCH A VEHICLE WERE REQUIRED IN THE JOB FOR WHICH YOU ARE APPLYING.....

- Do you have a valid Driver's License? [] Yes [] No If No, can you obtain one? [] Yes [] No
 - Do you have access to a car or other motorized vehicle? [] Yes [] No
 - Do you or can you get liability insurance on such a vehicle? [] Yes [] No
- YOUR DRIVING RECORD WILL BE CHECKED IF YOU DRIVE A COMPANY VEHICLE.**

EDUCATION:

High School _____ Address _____
City _____ State _____ Zip _____ Last grade completed _____
Grade Point Avg: _____ Did you graduate? [] Yes [] No **Still Enrolled?** [] Yes [] No

Trade or College _____ Address _____
City _____ State _____ Zip _____ Last grade completed _____
Course/Major _____ Degree(s) or Certification(s) _____
Grade Point Avg: _____ Did you graduate? [] Yes [] No **Still Enrolled?** [] Yes [] No

EMPLOYMENT HISTORY: (start with most recent employer)

Company _____ Job Title _____
Address _____ City _____ State _____
Salary / Wage _____ per _____ Dates Worked: From _____ To _____
Still Employed? [] Yes [] No Supervisor _____ Telephone _____
Reason for leaving _____
Reference Check Performed By _____

Company _____ Job Title _____
Address _____ City _____ State _____
Salary / Wage _____ per _____ Dates Worked: From _____ To _____
Still Employed? [] Yes [] No Supervisor _____ Telephone _____
Reason for leaving _____
Reference Check Performed By _____

Company _____ Job Title _____
Address _____ City _____ State _____
Salary / Wage _____ per _____ Dates Worked: From _____ To _____
Still Employed? [] Yes [] No Supervisor _____ Telephone _____
Reason for leaving _____
Reference Check Performed By _____

*DURING THE LAST 7 YEARS, HAVE YOU EVER BEEN CONVICTED OF, PLED GUILTY TO OR PLED NO CONTEST TO A CRIME, EXCLUDING MISDEMEANORS AND TRAFFIC VIOLATIONS? [] Yes [] No
IF YES, DESCRIBE: _____

* A conviction will not necessarily bar you from employment. Also, see applicable state restrictions below.

MILITARY SERVICE:

Branch _____ Date [Entered _____ Discharged _____] RANK _____
Do you have service-related skills applicable to civilian employment? [] Yes [] No
If Yes, describe: _____

ADDITIONAL INFORMATION: (all applicants)

List additional training or experience _____

AGREEMENT

PLEASE READ THE FOLLOWING CAREFULLY AND SIGN IN THE SPACE PROVIDED:

I hereby certify that I have read and fully completed this application and that the facts set forth in this employment application (and accompanying resume, if any) are true and correct to the best of my knowledge, and I agree and understand that any misrepresentation or falsification of information or omission of information during the employment application process may disqualify me from further consideration for employment and, if employed, will subject me to dismissal. I further certify that I am a true and bona fide job applicant, honestly interested in working in the position(s) for which I have applied, and am seeking employment with this company solely to provide me with the benefits of a job and for no other purpose.

I understand that in connection with my application for employment an inquiry into my background may include an investigative consumer report, which provides applicable information concerning character, general reputation, personal characteristics and standard of living. I understand that I have the right to make a written request within a reasonable period of time for information as to the nature and scope of any such report. If I am denied a job based either wholly or in part because of information contained in an investigative consumer report, I will be provided the name and address of the reporting agency that supplies the information.

I acknowledge that the Company reserves the right to modify or amend its policies at any time, without prior notice. These policies do not create any promises or contractual obligations between this Company and its employees. At this Company, my employment is at will. This means I am free to terminate my employment at any time, for any reason, with or without cause, and this Company retains the same rights. I further understand and agree that the Owner/President of this Company is the only person who may make an exception to this, including the at-will status of my employment, and it must be in writing and duly executed by the Owner/President of this Company.

If applicable to my employment, I have read and understood the notice regarding polygraph tests and my rights under this state's law.

AUTHORIZATION TO RELEASE INFORMATION: I authorize the references and/or employers listed on this application to give you any and all information concerning my previous employment and pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing such information to you. I agree and understand that the Company and its agents may investigate or seek information concerning my background and/or previous employment, whether of record or not. I further agree and understand that if employed, the Company may at any time seek any information from whatever source, which in its discretion, it deems relevant to my employment.

NO DRUG USE POLICY: This Company does not hire persons who use illegal drugs. All persons seeking employment or employed with this Company may be required to take and pass a screen for illegal drugs, and may be subject to periodic tests for illegal drugs. I hereby voluntarily consent to provide a urine specimen (or blood specimen as required for alcohol testing only) at a collection facility designated by the Company, and further consent to have the specimen tested at a laboratory selected by the Company. I hereby certify that I **(check one) do _____ or do not _____ use illegal drugs.**

Signature _____ Date _____



Reference Release Form

Applicant name: _____

Former employer: _____

Social Security #: _____ Dates employed: _____

The above named applicant is being considered for employment with *The Reeves Foundation, LLC* and has listed your organization as a former employer. We would appreciate your verification and completion of this form at your earliest convenience. Information provided will be treated in confidence. Please return this form to us in the enclosed, self-addressed, stamped envelope. Thank you for your assistance.

Applicant's Authorization

I consent to and authorize the above named former employer, and its agents and employees, to furnish any reference information concerning me, including achievement, wage history, performance, attendance, personal history, disciplinary information and reason for separation of employment, relating to my employment with the former employer. It is expressly understood that any information given is to be used for the purpose of determining my acceptability for employment. I also hereby release the above named former employer, and its agents and employees, from all liability for damages or claims, including but not limited to defamation, interference with contract, or prospective economic advantage and negligence, I have or may have which arise or result from any reference information provided pursuant to this authorization or any attempts to comply with this information.

Applicant's signature: _____ Date: _____



Record of Employment (to be filled out by previous employer)

Position held: _____ Dates employed: _____

Summary of essential duties: _____

Reason for leaving: _____

Salary at termination: _____ Eligible for rehire? ____ Yes ____ No _____

Please rate the following:

	Excellent	Good	Average	Fair	Poor
Job Knowledge	_____	_____	_____	_____	_____
Accuracy	_____	_____	_____	_____	_____
Productivity	_____	_____	_____	_____	_____
Dependability	_____	_____	_____	_____	_____
Attendance	_____	_____	_____	_____	_____
Overall Performance	_____	_____	_____	_____	_____

Comments: _____

Signature: _____ Title: _____ Date: _____



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Applicant's signature: _____ Date: _____



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Position held: _____ Dates employed: _____

Summary of essential duties: _____

Reason for leaving: _____

Salary at termination: _____ Eligible for rehire? ____ Yes ____ No _____

Please rate the following:

	Excellent	Good	Average	Fair	Poor
Job Knowledge	_____	_____	_____	_____	_____
Accuracy	_____	_____	_____	_____	_____
Productivity	_____	_____	_____	_____	_____
Dependability	_____	_____	_____	_____	_____
Attendance	_____	_____	_____	_____	_____
Overall Performance	_____	_____	_____	_____	_____

Comments: _____

Signature: _____ Title: _____ Date: _____



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Applicant's signature: _____ Date: _____



Record of Employment (to be filled out by previous employer)

Position held: _____ Dates employed: _____

Summary of essential duties: _____

Reason for leaving: _____

Salary at termination: _____ Eligible for rehire? ____ Yes ____ No _____

Please rate the following:

	Excellent	Good	Average	Fair	Poor
Job Knowledge	_____	_____	_____	_____	_____
Accuracy	_____	_____	_____	_____	_____
Productivity	_____	_____	_____	_____	_____
Dependability	_____	_____	_____	_____	_____
Attendance	_____	_____	_____	_____	_____
Overall Performance	_____	_____	_____	_____	_____

Comments: _____

Signature: _____ Title: _____ Date: _____

CRIMINAL RECORD SELF-DISCLOSURE

Your fingerprints will be submitted to the Arizona Department of Public Safety (DPS) and the Federal Bureau of Investigation (FBI) for criminal history check. Your self-disclosure on this affidavit and the information provided by your criminal history check will be used, as authorized by Public Law and Arizona Revised Statutes, to help us determine your fitness to have unsupervised access to vulnerable persons. **Your failure to disclose true and accurate information on this affidavit will be sufficient grounds to end your employment or to deny, suspend, or revoke your license and may be referred to the State Attorney General’s Office for prosecution.**

You have the right to obtain a copy of any background check report and challenge the accuracy or completeness of information contained in the report. If you challenge the information, you also have a right to prompt determination as to the validity of your challenge. To obtain a copy of your background check report, contact the DPS Records Unit, ACJIS Division at (602) 223-2222.

YOUR NAME (First, Middle, Last) _____ DATE OF BIRTH (MM/DD/YY) _____

ADDRESS (No., Street, Apt. No., City, State, ZIP) _____

Check one of the following and provide information as directed:

- I have not been convicted of nor am I under pending indictment for any crimes.
- I have been convicted of or I am under pending indictment for the following crime(s) (provide dates, location/jurisdiction, circumstances and outcome – attach additional pages as needed).

ALSO - Check one of the following and provide information as directed:

- I am not subject to registration as a sex offender in Arizona or in any other jurisdiction.
- I am subject to registration as a sex offender (provide dates, location/jurisdiction, circumstances and outcome – attach additional pages as needed).

I certify that I understand this affidavit. My self-disclosure is true, accurate, and complete to the best of my knowledge.

Your Signature _____ Date

NOTARY PUBLIC

State of Arizona, County of _____

Subscribed and sworn or affirmed and acknowledged before me, this _____ day of _____, _____
Month Year

My commission expires: _____

Notary Public's Signature

Equal Opportunity Employer/Program ♦ Under the Americans with Disabilities Act (ADA), the Department must make a reasonable accommodation to allow a person with a disability to take part in a program, service, or activity. For example, this means that if necessary, the Department must provide sign language interpreters for people who are deaf, a wheelchair accessible location, or enlarged print materials. It also means that the Department will take any other reasonable action that allows you to take part in and understand a program or activity, including making reasonable changes to an activity. If you believe that you will not be able to understand or take part in a program or activity because of your disability, please let us know of your disability needs in advance if at all possible. This document is available in alternative formats by contacting (602) 347-6340.

If you have been convicted of committing, attempting to commit, or conspiring to commit one or more of the following crimes, DPS will deny you a fingerprint clearance card, and you **WILL NOT** be eligible to appeal the decision.

- ◆ First or second-degree murder
- ◆ Child abuse
- ◆ Abuse of a vulnerable adult
- ◆ Sexual abuse of a minor
- ◆ Sexual abuse of vulnerable adult
- ◆ Incest
- ◆ Sexual assault
- ◆ Sexual exploitation of a minor
- ◆ Sexual exploitation of a vulnerable adult
- ◆ Commercial sexual exploitation of a minor
- ◆ Commercial sexual exploitation of a vulnerable adult
- ◆ Child prostitution as prescribed in A.R.S. § 13-3212
- ◆ Taking a child for the purposes of prostitution as prescribed in A.R.S. § 13-3206
- ◆ Sexual conduct with a minor
- ◆ Molestation of a child
- ◆ Molestation of a vulnerable adult
- ◆ A dangerous crime against children as defined in A.R.S. § 13-604.01
- ◆ Exploitation of minors involving drug offenses
- ◆ Neglect or abuse of a vulnerable adult

If you have been convicted of committing, attempting to commit, or conspiring to commit one or more of the following crimes, DPS will deny you a fingerprint clearance card, but you **WILL** be eligible to appeal the decision with the Board of Fingerprinting.

- ◆ Child neglect
- ◆ Misdemeanor offenses involving contributing to the delinquency of a minor
- ◆ Offenses involving domestic violence
- ◆ Kidnapping
- ◆ Manslaughter
- ◆ Endangerment
- ◆ Arson
- ◆ Assault
- ◆ Aggravated assault
- ◆ Assaults on officers or fire fighters
- ◆ Assault by vicious animals
- ◆ Threatening or intimidating
- ◆ Drive by shooting
- ◆ Discharging a firearm at a structure
- ◆ Misconduct involving weapons
- ◆ Misconduct involving explosives
- ◆ Depositing explosives
- ◆ Misconduct involving simulated explosive devices
- ◆ Concealed weapon violation
- ◆ Aggravated criminal damage
- ◆ Robbery
- ◆ Theft
- ◆ Theft by extortion
- ◆ Shoplifting
- ◆ Forgery
- ◆ Criminal possession of a forgery device
- ◆ Obtaining a signature by deception
- ◆ Criminal impersonation
- ◆ Theft of a credit card or obtaining a credit card by fraudulent means
- ◆ Receipt of anything of value obtained by fraudulent use of a credit card
- ◆ Forgery of a credit card
- ◆ Fraudulent use of a credit card
- ◆ Possession of any machinery, plate or other contrivance or incomplete credit card
- ◆ False statements as to financial condition or identity to obtain a credit card
- ◆ Fraud by persons authorized to provide goods or services
- ◆ Credit card transaction theft
- ◆ Indecent exposure
- ◆ Public sexual indecency
- ◆ Enticement of any persons for the purpose of prostitution
- ◆ Procurement by false pretenses of any person for purposes of prostitution
- ◆ Procuring or placing persons in a house of prostitution
- ◆ Receiving earnings of a prostitute
- ◆ Causing one's spouse to become a prostitute
- ◆ Detention of person in a house of prostitution for debt
- ◆ Keeping or residing in a house of prostitution or employment in prostitution
- ◆ Pandering
- ◆ Transporting persons for the purpose of prostitution or other immoral purposes
- ◆ Possession and sale of peyote
- ◆ Possession and sale of a vapor-releasing substance containing a toxic substance
- ◆ Sale of precursor chemicals
- ◆ Possession, use or sale of marijuana, dangerous drugs or narcotic drugs
- ◆ Unlawfully administering intoxicating liquors, narcotic drugs or dangerous drugs
- ◆ Adding poison or other harmful substance to food, drink or medicine
- ◆ Manufacture or distribution of an imitation controlled substance
- ◆ Manufacture or distribution of an imitation prescription-only drug
- ◆ Manufacture or distribution of an imitation over-the-counter drug
- ◆ Possession or possession with intent to use an imitation controlled substance
- ◆ Possession or possession with intent to use an imitation prescription-only drug
- ◆ Possession or possession with intent to use an imitation over-the-counter drug
- ◆ Manufacture of certain substances and drugs by certain means
- ◆ A criminal offense involving criminal trespass and burglary under Title 13, Chapter 15
- ◆ A criminal offense involving organized crime and fraud under Title 13, Chapter 23
- ◆ Felony offenses involving sale, distribution or transportation of, offer to sell, transport or distribute or conspiracy to sell, transport or distribute marijuana, dangerous drugs or narcotic drugs
- ◆ Felony offenses involving contribution to the delinquency of a minor