



160 Broad Street
Providence, RI 02903
Careers@crossroadsri.org

Application for Employment

At Crossroads RI we cherish the diversity among our staff and our clients. In compliance with Federal and State employment opportunity laws, qualified applicants are considered for all positions without regard to race, color, religion, gender, national origin, age, disability, marital or veteran's status, sexual orientation, or any other legally protected status.

(answer all questions - please print)

Date of Application

Name Last First Middle Social Security No

Address Number Street City State Zip Code

E-Mail Address

Telephone Number(s) Best Time to call you at home

Position(s) Applied for Salary Desired

How did you learn about us? () Advertisement () Friend () Relative () Employment Agency () Walk-in () Other

Have you filed an application here before? () Yes () No Date(s)

Do you have any relatives that work here? () Yes () No Names

Have you been employed here before? () Yes () No Date(s)

Are you currently employed? () Yes () No

May we contact your current 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 immigrations status will be required on employment.

Are you available to work? () Full-time () Part-time () Shift Work () Temporary Date Available

Have you been convicted of a felony? (including but not limited to sex related or child abuse offenses)() Yes () No

If yes, describe in full, including dates:

Are you on a layoff and subject to recall? () Yes () No

Are you a veteran? () Yes () No Years of service:

* AN EQUAL OPPORTUNITY EMPLOYER *

Education

	Name and Address of School	Course of Study	Years Completed	Diploma Degree	Did you graduate?
High School					
Undergraduate College					
Trade/Business School					
Graduate Professional					
Other (Specify)					

Indicate any foreign languages you can speak, read, and/or write.

	Fluent	Good	Fair
Speak			
Read			
Write			

Describe any specialized training, apprenticeship, or skills you have.

List professional, trade, business or civic activities and offices held. (Exclude information which would reveal gender, race, religion, national origin, age, color, disability, sexual orientation or other protected status)

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

Are there any other positions you would be interested in applying for?

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.

Employer		Telephone Number	
Street Address		Dates Employed From:	Hourly Rate/Salary
City/State/Zip Code		To:	
Job Title		Immediate Supervisor & Title	May we contact for reference? () Yes () No () Later
Reason for Leaving			
Work Performed and Job Responsibilities			
Employer		Telephone Number	
Street Address		Dates Employed From:	Hourly Rate/Salary
City/State/Zip Code		To:	
Job Title		Immediate Supervisor & Title	May we contact for reference? () Yes () No () Later
Reason for Leaving			
Work Performed and Job Responsibilities			
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		To:	
City/State/Zip Code		Reason for Leaving	
Job Title	Immediate Supervisor & Title	May we contact for reference? () Yes () No () Later	
Work Performed and Job Responsibilities			

Comments (including explanation of any gaps in employment) _____

Professional References

Name	Address	Phone Number

Applicants Statement

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision along with investigations with the Bureau of Criminal Identification (BCI) and Department of Children, Youth and Families (DCYF).

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby acknowledge and understand 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 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.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date