



APPLICATION FOR EMPLOYMENT

<hr/> Date of Application

Pocatello Office:
 444 Hospital Way, Ste 477
 Pocatello ID 83201
 Phone: (208) 233-7832
 Fax: (208) 233-7835

Soda Springs Office:
 15 West Center, Suite 2
 Soda Springs ID 83276
 Phone: (208) 547-4470
 Fax: (208) 547-4640

Name: _____ Position Applying For: _____

Address: _____ Phone: _____

Cell Phone: _____ E-mail Address: _____

Type of Employment Desired: Full time: _____ Part-time: _____ Temporary/Seasonal: _____

Referral Source: Have you been employed at PVFC before? (Circle one) Yes No
 Walk in: _____ Are you legally eligible for employment in the U.S. Yes No
 Friend: _____ Are you able to meet the minimum attendance requirements
 Relative: _____ of this position? Yes No
 Newspaper: _____ Date Available for Work: _____
 Dept. of Labor: _____ Have you ever been arrested or convicted of a crime? Yes No
 Other: _____ If Yes explain*: _____

*Having been convicted of a crime will not necessarily bar you from employment. Further explanation may be needed for the position that you are applying. All employees must be able to pass a Criminal History Background Check conducted by the State of Idaho.

History of Employment: (Please provide both paid and volunteer experience beginning with the most recent.)

Name of Employer/Address	Job Title	Dates of Employment	Job Duties
		From: To:	
Supervisor: Phone:	Starting Pay: \$	Ending Pay: \$	Reason for Leaving:

Name of Employer/Address	Job Title	Dates of Employment	Job Duties
		From: To:	
Supervisor: Phone:	Starting Pay: \$	Ending Pay: \$	Reason for Leaving:

Name of Employer/Address	Job Title	Dates of Employment	Job Duties
		From: To:	
Supervisor: Phone:	Starting Pay: \$	Ending Pay: \$	Reason for Leaving:

Can we contact former Employers: Yes No If No please explain: _____

Educational Background

High School/GED Completed? Yes ___ No ___ If No, anticipated graduation Date: _____

Name/Type of School	Years Attended	Course of Study	Degree Completed
College/University	From: To:	Major: Minor:	
Graduate School	From: To:	Emphasis: Credentials:	
Other	From: To:	Type of Study:	

Qualifications and Related Skills: _____

References:

Name:	Title:	Phone #:	Years Known:

I understand that PVFC is an equal opportunity employer that does not discriminate on the basis of age, gender, color, race, religion, disability or economical status. I understand that those representatives of PVFC whom I may be interviewing with or involved with in the process of employment will make every effort to accommodate any special needs that I have, if disclosed in the application process. I understand that PVFC is in compliance with ADA regulations and guidelines and does not discriminate on the basis of a disability that does not interfere with the specific job description to which I am applying.

I understand that if employed, any false statements on this application may result in my dismissal. I further understand that this application is not, and is not intended to be a contract of employment, nor does this application obligate the employer in any way if the employer decides not to employ me. I understand and agree that my employment is at-will and can be terminated by either party with or without notice, at any time, for any reason, or for no reason. No one other than an officer of the company, or a designee has any authority to hire an applicant or terminate employment on an at-will basis.

I also understand that if employed with PVFC that I agree to follow all confidentiality agreements and that I will make every effort to protect all clients' right to confidentiality. I further agree that, if I should leave PVFC, I will not solicit clients or coworkers away from PVFC or take proprietary information gained in the performance of my job duties.

Signature

Date:

For Office Use Only:

Date of Interview: _____	Hired: Yes No	Start Date: _____	Rate of Pay: _____
--------------------------	---------------	-------------------	--------------------

Revised 06/01/18ds

**RETURN TO: Portneuf Valley Family Center, Inc. 444 Hospital Way, Suite 477, Pocatello ID 83201
Phone: (208) 233-7832, Fax: (208) 233-7835**