



Application for Employment

Stepping Stone, LLC provides equal opportunity in employment to all employees and applicants seeking employment. No person will be discriminated against in employment because of race, religion, color, sex, age, national origin, disability, military status, or any other characteristic protected by applicable federal or state law. This Application for Employment shall be considered active for a period of time not to exceed 90 days. Any applicant wishing to be considered beyond this time period should inquire as to whether or not applications are being accepted at that time.

Please print in ink. You must complete the entire application. Resumes are not a substitution. In addition, you may submit your resume.

Date of Application: _____

Name: _____
Last First Middle

Address: _____
Home Address City State ZIP

Phone Number: _____ Alternative Number: _____

Date of Birth: _____ Social Security #: _____ - _____ - _____

Position Applying for: _____ Available Start Date: _____

Earnings expectation: _____

Availability: Full Time Part Time On-Call

Do you agree to work weekends/ holidays in accordance with work schedules? Yes No

EDUCATION AND TRAINING		
SCHOOL NAME AND LOCATION	YEARS COMPLETED	DEGREE OR DIPLOMA

APPLICATION FOR EMPLOYMENT

Please answer the questions below:

Are you legally authorized to work in the United States?	YES	NO
Are you at least 21 years old?	YES	NO
Do you have a valid Driver's License?	YES	NO
Do you have a current negative TB test?	YES	NO
Do you have a current Fingerprint Clearance Card?	YES	NO
Do you have a current CPR and First Aid Training?	YES	NO
Have you ever been convicted of a crime or pleaded no contest for any offense or violation other than a minor traffic violation? (Convictions are not an automatic bar to employment)	YES	NO
Do you have any pending criminal charges against you?	YES	NO
If yes to either questions above, please explain the nature of charge or crime, date of issuance or conviction and state in which issued or conviction.		
_____ _____ _____ _____ _____		

Please list your areas of highest proficiency, special skills or other items that may contribute to your abilities in performing the above-mentioned position.

1. _____
2. _____
3. _____

EMPLOYMENT EXPERIENCE

Current or most recent employment:

Company Name:	Date of Employment	From:	To:
Street Address:	Job title:		
City, State, ZIP:	Job duties:		
Telephone Number:	Rate of Pay per hour or annually:		
Supervisor:			
Reason For Leaving:			
If currently employed, may we contact as a reference?			

APPLICATION FOR EMPLOYMENT

Additional employment:

Company Name:	Date of Employment	From:	To:
Street Address:	Job title:		
City, State, ZIP:	Job duties:		
Telephone Number:	Rate of Pay per hour or annually:		
Supervisor:			
Reason For Leaving:			
If currently employed, may we contact as a reference?			

Additional employment:

Company Name:	Date of Employment	From:	To:
Street Address:	Job title:		
City, State, ZIP:	Job duties:		
Telephone Number:	Rate of Pay per hour or annually:		
Supervisor:			
Reason For Leaving:			
If currently employed, may we contact as a reference?			

Additional employment:

Company Name:	Date of Employment	From:	To:
Street Address:	Job title:		
City, State, ZIP:	Job duties:		
Telephone Number:	Rate of Pay per hour or annually:		
Supervisor:			
Reason For Leaving:			
If currently employed, may we contact as a reference?			

APPLICATION FOR EMPLOYMENT

REFERENCES

Name:	Telephone Number:
Address:	Secondary Number (Optional):
Relationship:	How long known?

Name:	Telephone Number:
Address:	Secondary Number (Optional):
Relationship:	How long known?

Name:	Telephone Number:
Address:	Secondary Number (Optional):
Relationship:	How long known?

Name:	Telephone Number:
Address:	Secondary Number (Optional):
Relationship:	How long known?



APPLICATION FOR EMPLOYMENT

Please read the following and sign your application:

This application is meant as a means by which Stepping Stone can review your qualifications and decide if your qualifications are appropriate for the position that might be offered. This application does not serve as a means by which you will or will not receive a position. If a position is offered and you accept, then you must abide by the rules, policies and procedures set forth by Stepping Stone Development Center LLC.

Stepping Stone is an at-will employer. No person, entity, or any form of communication, written or oral, can make a contract with you and Stepping Stone that can be construed as an employment contract- implied or not. Stepping Stone can terminate an employee any time.

Stepping Stone reserves the right to update and revise its policies, procedures, and rules: you agree to be bound to these changes now and in the future. From time to time, Stepping Stone may alter how it organized itself, its rules, procedures, process, regulations, benefits, or other areas of interest. These alterations may affect you.

Stepping stone may perform a background check on you: you agree to release all parties, Stepping Stone and those contracted from liability. Stepping Stone will contact previous employers and references. Additionally, Stepping Stone may contact other persons or entities not listed in this applications.

You hereby authorize Stepping Stone to investigate all material. The information provided here will be taken as true. If any provided material is determined to be fabricated, which would be determined at the sole discretion of Stepping Stone and you may or may not be able to review or defend such a decision, then that discovery could result in denial of a position or a revocation of employment at any time without notice.

Upon start of employment, all employees are placed on a six-month probationary period. Upon successful completion of probation, you will be deemed a full status employee. During this probationary period your supervisor and you will meet to ensure your experience and education meet the requirements for the position you were hired to fill. Upon completion of probation, you may take personal time off by submitting a request time off form to the Program Coordinator. In the event that you request personal time off during the probationary period, notify the Program Coordinator as soon as possible.

By signing this application, I agree to be bound by the above terms and condition. I further acknowledge that additional rules, procedures, and regulations may be presented. I agree to be bound by those additional rules, procedures, and regulations. In addition, by signing this application, does not constitute employment.

Print Name

Signature

Date

Thank you for your interest with Stepping Stone!