



*COUNSELING & REFERRAL SERVICES OF
OCEAN, INC.*

*DBA: SEASHORE FAMILY SERVICES
OF NEW JERSEY*

Instructions: Please print clearly and answer all questions. Resumes Are Not a Substitute for a Completed application.

Date: _____

Name _____ Last Name _____

Telephone Number () _____ - _____ Alternate or Cellular Telephone Number () _____ - _____

Email address: _____

Position Applied For _____

Position Type: ____ Part Time ____ Full Time Desired Salary/Hourly Rate _____

Are you willing to work overtime? Yes [] No []

Date on which you can start work if hired _____

Present Address (No PO Box)

_____ Street, Apartment, or Unit Number

_____ City _____ State _____ Zip

How long have you lived there _____ / _____
Years /Months

Previous Address

_____ Street, Apartment, or Unit Number

_____ City _____ State _____ Zip

How long have you lived there _____ / _____
Years /Months

Have you previously applied for employment with this Company? Yes [] No []

If yes, when and where did you apply?

Have you ever been employed by this Company? Yes [] No [] If yes, provide dates of employment, location, and reason for separation from employment.

INSTRUCTIONS FOR ANSWERING THE NEXT TWO QUESTIONS

All applicants: Do not include convictions that were sealed, eradicated, erased, annulled by a court, or expunged, or convictions that resulted in referral to a diversion program. *Criminal convictions or arrests will not automatically disqualify and applicant from a particular job.* The Company will consider the nature of the crime, its seriousness, the substantial relation to the position's functions and qualifications, the number of occurrences, the applicant's age at the time of the crime, the time elapsed since the crime, the applicant's entire work and educational history, employment references and recommendations, and the business necessity of any exclusion when required by law.

1. Have you ever plead guilty or no contest to, or been convicted of any criminal offense other than the applicable exceptions listed above? Yes [] No []
2. Have you ever been arrested for any matters for which you currently are out on bail or on your own recognizance pending trial? Yes [] No []

CRIMINAL OFFENSES ONLY: If you answered Yes, to either of the above two questions, please provide the date(s) and explain in accordance with the above instructions so that individual circumstances can be considered.

Have you ever initiated an act of violence in the workplace? Yes [] No []

If yes, please provide the date(s) and explain so that individual circumstances can be considered. (A "Yes" answer will not necessarily disqualify you from employment.)

EDUCATION:

High School: School Name and Location (City, State):

Graduate? Yes No, Explain:

College: Name and Location (City, State):

Graduate? Yes No, Explain:

College: Name and Location (City, State):

Graduate? Yes No, Explain:

Graduate School: Name and Location (City, State):

Graduate? Yes No, Explain:

Graduate School: Name and Location (City, State):

Graduate? Yes No, Explain:

If applicable, list below any other names by which you have been known which may be necessary to allow us to confirm your work and educational record. For example, change of name, use of an assumed name, nickname, etc.

List all special technical skills that you feel qualify you for the job for which you are applying (For example, computer programming/language, software, equipment operation, special tools or machines, etc.)

WORK EXPERIENCE: Please list the names of your present and/or previous employers in chronological order with present or last employer listed first. Account for all periods of time including any period of unemployment. If self-employed, supply firm name and business references. You may include verifiable work performed on a volunteer basis, internships, or military service. Your failure to completely respond to each inquiry may disqualify you for consideration from employment.

Employer Name: _____

Address (City, State): _____

Type of Business: _____

Telephone (_____) _____ - _____

Dates Employed From ____/____/____ to ____/____/____

Job Title _____ Duties: _____

Supervisor's Name _____

May we contact? [] Yes [] No If No, why not? _____

Wages Start _____ Final _____ Reason for Leaving _____

How much notice did you give when resigning? If none, explain

Employer Name: _____

Address (City, State): _____

Type of Business: _____

Telephone (_____) _____ - _____

Dates Employed From ____/____/____ to ____/____/____

Job Title _____ Duties: _____

Supervisor's Name _____

May we contact? Yes No If No, why not? _____

Wages Start _____ Final _____ Reason for Leaving _____

How much notice did you give when resigning? If none, explain

Employer Name: _____

Address (City, State): _____

Type of Business: _____

Telephone (_____) _____ - _____

Dates Employed From ____/____/____ to ____/____/____

Job Title _____ Duties: _____

Supervisor's Name _____

May we contact? Yes No If No, why not? _____

Wages Start _____ Final _____ Reason for Leaving _____

How much notice did you give when resigning? If none, explain

Please explain fully all gaps in your employment history in excess of one month.

Have you ever been terminated or asked to resign from any job? Yes No

If yes, how many times? _____

Has your employment ever been terminated by mutual agreement? Yes No

If yes, how many times? _____

Have you ever been given the choice to resign rather than be terminated? Yes No

If yes, how many times? _____

If you answered Yes to any of the above three questions, please explain the circumstances of each occasion.

REFERENCES

Please list the names of additional work-related references we may contact. Include voluntary work.

1. Name: _____

Occupation: _____

Company; _____

Work Relationship: _____

Telephone: _____

2. Name: _____

Occupation: _____

Company; _____

Work Relationship: _____

Telephone: _____

3. Name: _____

Occupation: _____

Company; _____

Work Relationship: _____

Telephone: _____

Please list the names of personal references (not previous employers or relatives) who know you well that we may contact.

1. Name: _____
Occupation: _____
Company; _____
Work Relationship: _____
Telephone: _____

 2. Name: _____
Occupation: _____
Company; _____
Work Relationship: _____
Telephone: _____

 3. Name: _____
Occupation: _____
Company; _____
Work Relationship: _____
Telephone: _____
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APPLICANT CERTIFICATIONS

I understand and agree that if driving is a requirement of the job for which I am applying, my employment and/or continued employment is contingent on possessing a valid driver's license for the state in which I reside and automobile liability insurance in an amount equal to the minimum required by the state where I reside.

I understand that the Company may now have, or may establish, a drug-free workplace or drug and/or/alcohol testing program consistent with applicable federal, state, and local law. If the Company has such a program and I am offered a conditional offer of employment, I understand that if a pre-employment (post-offer) drug and /or alcohol test is positive, the employment offer may be withdrawn. I agree to work under the conditions requiring a drug-free workplace, consistent with applicable federal, state, and local law. I also understand that all employees of the location, pursuant to the Company's policy and federal, state, and local law, may be subject to urinalysis and/or blood screening or other medically recognized tests designed to detect the presence of alcohol or illegal or controlled drugs. If employed, I understand that the taking of alcohol and/or drug tests is a condition of continual employment and I agree to undergo alcohol and drug testing consistent with the Company's policies and applicable federal, state, and local law.

If employed by the Company, I understand and agree that the Company, to the extent permitted by federal, state, and local law, may exercise its right, without prior warning of notice, to conduct investigations of property (including, but not limited to, files, lockers, desks, vehicles, and computer) and, in certain circumstances, my personal property.

I understand and agree that as a condition of employment and to the extent permitted by federal, state, and local law, I may be required to sign confidentiality, restrictive covenant, and/or conflict of interest statement, as well as an agreement or arbitrate.

I certify that all the information on this application, my resume, or any supporting documents I may present during any interview is and will be complete and accurate to the best of my knowledge. I understand that any falsification, misrepresentation, or omission on any information may result in disqualification for employment or, if employed, disciplinary action, up to and including immediate dismissal.

THIS COMPANY IS AN AT-WILL EMPLOYER AS ALLOWED BY APPLICABLE STATE LAW. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS APPLICATION, IF HIRED, THE COMPANY OR I MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE. NOTHING IN THIS APPLICATION OR IN ANY DOCUMENT OR STATEMENT, WRITTEN OR ORAL, SHALL LIMIT THE RIGHT TO TERMINATE EMPLOYMENT AT-WILL. NO OFFICER, EMPLOYEE OR REPRESENTATIVE OF THE COMPANY IS AUTHORIZED TO ENTER INTO AN AGREEMENT-EXPRESS OR IMPLIED-WITH ME OR ANY APPLICANT FOR EMPLOYMENT FOR A SPECIFIED PERIOD OF TIME UNLESS SUCH AN AGREEMENT IS IN A WRITTEN CONTRACT SIGNED BY THE PRESIDENT OF THE COMPANY.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER. APPLICANTS ARE CONSIDERED FOR POSITIONS WITHOUT REGARD TO VETERAN STATUS, UNIFORMED SERVICE MEMBER STATUS, RACE, RELIGION, SEX, NATIONAL ORIGIN, AGE, PHYSICAL OR MENTAL DISABILITY, GENETIC INFORMATION OR ANY OTHER CATEGORY PROTECTED BY APPLICABLE FEDERAL, STATE, OR LOCAL LAWS.

IF HIRED, I AGREE TO CONFORM TO THE RULES AND REGULATIONS OF THE COMPANY, AND I UNDERSTAND THAT THE COMPANY HAS COMPLETE DISCRETION TO MODIFY SUCH RULES AND REGULATIONS AT ANY TIME, EXCEPT THAT IT WILL NOT MODIFY ITS POLICY OF EMPLOYMENT AT-WILL.

I authorize the Company or its agents to confirm all statements in this application and/or resume as it relates to the position I am seeking and to the extent permitted by federal, state, or local law. I agree to complete any requisite authorization forms for the background investigation.

I authorize and consent to, without reservation, any party or agency contacted by this employer to furnish the above-mentioned information. I hereby release, discharge, and hold harmless, to the extent permitted by federal, state, and local law, any party delivering information to the Company or its duly authorized representative pursuant to this authorization from any liability, claims, charges, or causes of action which I may have a result of the delivery or disclosure of the above requested information. I hereby release from liability the Company and its representative for seeking such information and all other persons, corporations, or organizations furnishing such information.

If hired by this Company, I understand that I will be required to provide genuine documentation establishing my identity and eligibility to be legally employed in the United States by this Company. I also understand this Company employs only individuals who are legally eligible to work in the United States.

THIS APPLICATION WILL BE CONSIDERED ACTIVE FO A MAXIMUM OF SIXTY (60) DAYS. IF YOU WISH TO BE CONSIDERED FOR EMPLOYMENT AFTER THAT TIME, YOU MUST REAPPLY.

I CERTIFY THAT ALL OF THE INFORMATION THAT I HAVE PROVIDED ON THIS APPLICATION IS TRUE, ACCURATE, AND COMPLETE.

Applicant Signature _____

Date ____/____/____

If the applicant is a minor, the foregoing release and consent must be signed by the applicant's parent or legal guardian. Signature by the applicant's parent or legal guardian constitutes acknowledgement by the applicant and the parent or legal guardian that the Company, to the extent permitted by federal, state, and local law, can test the applicant for illegal or controlled substances, conduct inspections of property without notice, and communicate test results to Company personnel who need to know, the applicant, and the applicant's legal guardian.

Parent/Legal Guardian

Witness

Date

Date