



Employment Application

Please complete all sections of this application, print, then sign and date. Attach a resume if you have one.

Mail: 52 Reads Way, New Castle DE 19720 | **Email:** info@forwardjourney.org | **Fax:** (302) 731-0201

Contact Information

Name (First, Middle, Last)	
Street Address	
City State Zip	
Phone Number	
Email Address	

Position Desired	Full-Time	Part-Time	Temporary
Location Desired	New Castle County	Kent County	
Have you worked for Forward Journey before?	Yes	No	
Do you have a valid driver's license?	Yes	No	
Is your driving record clear?*	Yes	No	

*Clear = four or fewer points, no DUI's in past five years and no suspensions in the past year.
We require a copy of your DMV driving record prior to being hired.

Education

	Name and Address	Major	Degree/Diploma
High School			
College			
Trade School, Other			

Special Skills and Qualifications

List job-related licenses, skills, training, honors, awards, and special accomplishments.

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Employment History

Start with present or latest position. You must provide contact information (phone or email) for each employer.

May we contact your present employer? Yes No

Employer	
Position Title	
Address	
Supervisor	
Phone	
Email	
Dates Employed From/To	
Duties	
Reason for Leaving	

Employer	
Position Title	
Address	
Supervisor	
Phone	
Email	
Dates Employed From/To	
Duties	
Reason for Leaving	

Employer	
Position Title	
Address	
Supervisor	
Phone	
Email	
Dates Employed From/To	
Duties	
Reason for Leaving	

References

Exclude relatives and former employers

Name	Relationship / How known	Phone Number	Occupation

I hereby authorize Forward Journey to provide information regarding my employment with Forward Journey to any future potential employer who requests such information as part of a background check. This information includes, but is not limited to, positions held, salary, performance, attendance, and disciplinary information. I release Forward Journey and any person acting on behalf of Forward Journey from all claims and liability for damages that may result to me on account of compliance or any attempts to comply with this authorization. Forward Journey will retain this authorization and release in my personnel file.

I CERTIFY THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND UNDERSTAND THAT ANY FALSE INFORMATION ON THIS APPLICATION MAY BE GROUNDS FOR NOT HIRING ME.

By checking the "I Accept" box, you are signing this agreement electronically. You agree your electronic signature is the legal equivalent of your manual signature on this application. I ACCEPT

Name	
Date	