



# The Ronald McDonald House Charities of Central Illinois Employment Application

## PERSONAL INFORMATION

Full Name		Date	
Current Mailing Address			
Telephone		Alternate Telephone	
E-mail Address			

## EMPLOYMENT INFORMATION

Position You Are Applying For			
Date Available to Begin		Salary Required	
Type of Employment Desired	<input type="checkbox"/> Full-Time		<input type="checkbox"/> Part-Time
Are you available to work non-traditional work hours for event coverage, etc?	<input type="checkbox"/> Yes		<input type="checkbox"/> No
Are you eligible to work in the U.S.?	<input type="checkbox"/> Yes		<input type="checkbox"/> No
If not a U.S. citizen, state visa type			

## EDUCATION

College	City/State	Year completed				Degree
College	City/State	Year Completed				Adv. Degree
Describe any other relevant skills						

## GENERAL INFORMATION

Have you ever been employed by the Ronald McDonald House?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, give dates of employment	From:	To:
Do you have any friends or family who are currently employed by us or serve on our Board of Directors?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, what are their name(s)		
Do you have a valid Drivers License?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

## WORK EXPERIENCE *(Please list your current or most recent employer first)*

Company # 1					
Address					
Position		Dates of Employment			
Supervisor's Name		Telephone Number			
Description					
Reason for Leaving					
Permission to Contact	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Pay		
Company # 2					
Address					
Position		Dates of Employment			
Supervisor's Name		Telephone Number			
Description					
Reason for Leaving					
Permission to Contact	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Pay		
Company # 3					
Address					
Position		Dates of Employment			
Supervisor's Name		Telephone Number			
Description					
Reason for Leaving					
Permission to Contact	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Pay		

<b>WORK REFERENCES</b> <i>(Please provide three work-related references)</i>				
<b>Reference 1</b>	<b>Name</b>	<b>Title</b>		<b>Phone</b>
	<b>Organization</b>	<b>Years Known</b>	<b>Nature of Acquaintance</b>	
<b>Reference 2</b>	<b>Name</b>	<b>Title</b>		<b>Phone</b>
	<b>Organization</b>	<b>Years Known</b>	<b>Nature of Acquaintance</b>	
<b>Reference 3</b>	<b>Name</b>	<b>Title</b>		<b>Phone</b>
	<b>Organization</b>	<b>Years Known</b>	<b>Nature of Acquaintance</b>	

**TERMS AND CONDITIONS OF APPLICATION AND EMPLOYMENT**

I hereby certify that the information provided on this application is true and complete. I understand and agree that any falsification or significant omissions on this application may result in not being hired or if found out after employment may be grounds for dismissal. I understand and agree that under the terms of employment with the Ronald McDonald House Charities of Central Illinois, the employment relationship is terminable "at will" without notice or cause, unless set out in writing, dated, and executed by both parties. I understand that neither this document nor any offer of employment from the Ronald McDonald House Charities of Central Illinois constitutes an employment contract.

I understand that any offer of employment may be contingent upon my ability to comply with INS regulations establishing my identity and right to work in the United States. I understand that the Ronald McDonald House Charities of Central Illinois is an Equal Employment Opportunity employer. The Ronald McDonald House Charities of Central Illinois recruits and hires persons in all job titles without regard to race, color, religion, sex, sexual orientation, age, disability, or national origin.

I hereby authorize the Ronald McDonald House Charities of Central Illinois to investigate fully all information contained in this employment application and to investigate and compile any other information that may bear upon my suitability for employment. I further authorize my past and present employers to furnish the Ronald McDonald House Charities of Central Illinois with my records of employment and the reasons for my separation and any and all information those employers may possess concerning me. I further release the Ronald McDonald House Charities of Central Illinois and/or its agents to make an independent investigation of criminal or police records, including those maintained by both public and private organizations and all public records for the purpose of confirming the information contained on my application. I release the Ronald McDonald House Charities of Central Illinois from liability or damages for compiling such information. Additionally, I release any organization that provides information pursuant to this authorization from any and all liabilities, claims, or lawsuits in regard to the information obtained from any and all of the above-referenced sources used. Further, I understand that this application will be considered active for a period of ninety days. I have read and understand the foregoing statements and accept the same as conditions of employment.

<b>Applicant Signature</b>	<b>Date</b>