

**Shults-Lewis  
Child & Family Services, Inc.**

150 East & 325 South  
P.O. Box 471  
Valparaiso, IN 46384

Office (219) 462-0513

FAX (219) 464-7828

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**EMPLOYMENT APPLICATION**

(Please Print or Type)

Date: \_\_\_\_\_ Position Applying For: \_\_\_\_\_

Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Address: \_\_\_\_\_

Street	City	State	Zip Code
Home Phone (    ) _____	Work Phone (    ) _____		

Have you participated in an adoption or foster children home study?    Yes    /    No

If yes, give details for each one: \_\_\_\_\_

Are you currently licensed for foster care?    Yes    /    No    (If yes, please attach copy of current license)

Do you use any drugs or mood altering substances other than as prescribed by your physician?    Yes    /    No

If yes, explain: \_\_\_\_\_

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Have you had any history of criminal behavior, involving convictions, including driving while intoxicated, other than minor traffic offenses?

Yes    /    No    If yes, explain: \_\_\_\_\_

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(A "yes" answer will not automatically disqualify you for a position)

Have you ever had your license suspended or revoked?    Yes    /    No    If yes, explain:

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List the last three (3) addresses where you have resided and the time periods for each.

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Of what church are you a member? \_\_\_\_\_

Address: \_\_\_\_\_

Street

City

State

Zip Code

Minister/Elder: \_\_\_\_\_ Phone: \_\_\_\_\_

List special hobbies or interests: \_\_\_\_\_

Have you ever been employed at Shults-Lewis? Yes / No If yes, give details: \_\_\_\_\_

How did you become aware of Shults-Lewis? \_\_\_\_\_

**EDUCATIONAL HISTORY:**

Did you graduate from high school? Yes / No

Name of School/Address: \_\_\_\_\_

List College/Training after High School. List school name, address, dates, and names of any degrees or certifications:

**EMPLOYMENT HISTORY:**

List previous employment, beginning with present. For all jobs, note dates, employer's name and address, position, pay rate, reason for leaving. Use back of form if more room is needed:

(If a full-time student, please note "student" and list only part-time work experience you consider significant)

1. \_\_\_\_\_

2. \_\_\_\_\_

- 3. \_\_\_\_\_  
\_\_\_\_\_
- 4. \_\_\_\_\_  
\_\_\_\_\_
- 5. \_\_\_\_\_  
\_\_\_\_\_

**PERSONAL REFERENCES:**

List references, including a previous employer or teacher, a church leader, and any other references of your choice. Give name, address, phone and relationship (**At least three references are required**):

- 1. \_\_\_\_\_  
\_\_\_\_\_
- 2. \_\_\_\_\_  
\_\_\_\_\_
- 3. \_\_\_\_\_  
\_\_\_\_\_
- 4. \_\_\_\_\_  
\_\_\_\_\_
- 5. \_\_\_\_\_  
\_\_\_\_\_

May we contact your present employer? Yes / No      If no, explain why not: \_\_\_\_\_  
\_\_\_\_\_

Applicants may be required to have a post-offer, pre-employment physical (on a form, which we provide).

Applicants and their spouses for the Houseparent positions are required to complete a Criminal History Affidavit form as required by the State of Indiana.