



The Center for Enriched Living
 280 Saunders Road
 Riverwoods, IL 60015
 (847) 948-7001 FAX (847) 948-7621
 www.CenterForEnrichedLiving.org

APPLICATION FOR EMPLOYMENT

The Center for Enriched Living (The Center) is an at will employer and the hiring of an employee should in no way be considered a contractual guarantee of employment for any specific duration. The Center is an equal opportunity employer that considers all applicants for employment without regard to race, color, religion, sex, national origin, age, citizenship status, sexual orientation, disability, or status as a Vietnam era or special disabled veteran or any other category protected by law in accordance with federal law. In addition, The Center complies with applicable state and local laws prohibiting discrimination in employment. The Center also provides reasonable accommodations for individuals with disabilities in accordance with federal and state laws.

Today's Date	Interviewer(s)	Date(s)
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Personal Information

Last Name		First Name	Middle Initial	Social Security Number
Include any other name you have ever worked or attended school under (Information used for reference only.)				
Address			Telephone Number	Cell Phone Number
e-mail address				
Position Applied For			Salary Expected \$ _____	
Have you ever applied for employment with The Center?			If yes, when?	
How did you hear about The Center?	Work Schedule Desired: <input type="radio"/> Full Time <input type="radio"/> Part Time # of hrs. _____		Date Available	
Are you at least 18 years of age? <input type="radio"/> Yes <input type="radio"/> No	If you are less than 18 years of age, state your age: _____ (Working papers may be required in accordance with applicable state laws.)			
Have you had any prior convictions? <input type="radio"/> Yes <input type="radio"/> No	If Yes, state year of conviction	Explain: (Conviction will not necessarily disqualify an applicant from employment.)		
Are you eligible to work in the U. S.? <input type="radio"/> Yes <input type="radio"/> No (Proof of eligibility is required with an I-9 Form)				

Please list all prior work experience. Explain any lapse in employment of more than three months.

Employment History

Please give accurate, complete full-time and part-time employment record. Begin with the most recent employer (Use additional sheet, if needed).

Company Name	Address	Telephone
Title	Supervisor's Name	Employment Dates
Salary	Reason for leaving	
May we contact this employer for references? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Company Name	Address	Telephone
Title	Supervisor's Name	Employment Dates
Salary	Reason for leaving	
May we contact this employer for references? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Company Name	Address	Telephone
Title	Supervisor's Name	Employment Dates
Salary	Reason for leaving	
May we contact this employer for references? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Company Name	Address	Telephone
Title	Supervisor's Name	Employment Dates
Salary	Reason for leaving	
May we contact this employer for references? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Education Information

Name of School	City/State	Course of Study	Years Completed	Degree

List other information on education, certification, training, honors, published works, etc.

State any information you feel may be helpful to The Center in considering your application.

References:

Give name, address and phone number of two personal references who are not related to you and are not previous employers:

Name	Address	Telephone Number
_____	_____	_____
_____	_____	_____

By the signature below, applicant confirms that the information provided in this application is true, correct, and complete. If employed, any misstatement or omission of fact on this application may result in termination of employment. I understand that acceptance of an offer of employment does not create a contractual obligation with The Center to continue to employ me in the future.

Date _____ Signature _____

EMPLOYER'S USE ONLY	
Reference Check: Person Contacted	Results
_____	_____
_____	_____
_____	_____

FOR PROGRAM STAFF APPLICANTS

Please check areas in which you would be able to lead an activity:

ARTS & CRAFTS

- Drawing
- Ceramics/Pottery
- Needlework
- Painting
- Jewelry Making
- Mosaics
- Edible Art
- Soap Making
- Recycled Arts
- Scrapbooking
- Yarn crafts/weaving
- Woodworking
- Printmaking

COOKING & NUTRITION

- Kitchen Safety Skills
- Ethnic Cooking
- Vegetarian Cooking
- Menu Planning
- Food Budgeting
- Low-fat Cooking
- Healthy Lifestyles
- Shop N' Cook
- Desserts
- Snacks
- Grilling
- Seasonal/Holiday
- Baking
- Kitchen Clean-up

LIVING SKILLS/ CONTINUING EDUCATION

- Looking Your Best (hygiene)
- Home Care Skills
- Clothing Care
- Money Usage Skills
- Current Events
- Functional Math
- Survival Skills
- First Aid

TECHNOLOGY

- Word Processing
- Internet Usage/E-mail
- Desktop Publishing
- Office Machines
- Phone Skills

MUSIC/DRAMA

- Skits
- Chorus
- Instruments
- List: _____
- _____
- _____
- Song leading
- DJ
- Performing Arts
- Creative Dramatics
- Clowning

EXERCISE/DANCE

- Martial Arts
- Stretching/Toning
- Square Dance
- Country Western
- Creative Dance
- Aerobics
- Chair Exercises
- Yoga

SOCIALIZATION/ COMMUNICATION

- Friendship Activities
- Talk-It-Over Groups
- Relationships
- Human Sexuality
- Listening Skills
- Community Service
- Conflict Resolution

HOBBIES

- Photography
- Table Games
- Collections
- Pets
- Storytelling
- Senior Hobbies
- Pen Pals
- Videography

SPORTS

- Soccer
- Special Olympics
- Training-
- Track & Field
- Bowling
- Basketball
- Golf
- Volleyball/
- Badminton
- Softball
- Swimming
- Lifeguard

NATURE

- Gardening
- Camping Skills
- Weather
- Animals
- Ecology

OTHER

- Sign Language
- Foreign Language
- Multicultural

Please list any other areas that you are able to lead an activity:

With what age level do you prefer to work? Teens Adults Seniors

Describe your experience, if any, in working with children, teens or adults with developmental disabilities.

What do you hope to gain by working at the Center for Enriched Living?

VAN DRIVING

Do you have any driving restrictions? No Yes. If Yes, please explain:
