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www.kbflc.org
careers@kbflc.org

APPLICATION FOR EMPLOYMENT

OUR MISSION:

KBFLC is committed to changing the narrative of underserved individuals, families and youth who have been impacted by various forms of Trauma. We do this by: Advocacy, Education, Case Management, Mentorship

OUR VISION:

Our Vision is to empower and motivate participants to make the necessary and positive changes in their lives to be the persons they were created to be.

Kingdom Builder’s Family Life Center is an equal opportunity employer committed to maintaining a diverse, mission-driven workforce. We maintain that policy in recruitment, hiring, career advancement, and all other human resources practices. Your job-related experience and other qualifications will be considered without discrimination on grounds of age, race, color, religion, gender , physical or mental disability, sexual orientation, veteran, or other protected status. All information in this application will be treated confidentially.

How did you find out about Kingdom Builder’s Family Life Center?

- KBFLC Website
 Job Board
 Recruiter Contact
 Employee Referral
 Other
 (Name of Source)

Type of employment desired:
 Temporary
 Temp-to-Hire
 Direct Hire
 Executive
 (Select all that apply)

PERSONAL

Position applied for:	Date:
Last Name: First Name:	Social Security #:
DOB:	
Street Address:	Home Phone:
City: State: Zip:	Business Phone:
E-Mail Address:	Cell Phone/Pager:
Have you ever applied for employment with us? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, Month & Year:

If hired, will you be able to furnish proof that you are eligible to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you over the age of 18?
Date Available to Work:	Minimum Salary Requirement (circle one) \$ / hour \$ / year

EMPLOYMENT HISTORY

Please list your three most recent employers, assignments, or volunteer activities. Please attach any explanations for gaps in employment.

Employer	Telephone	Dates Employed
		From:
		To:
Address		
		Annual Salary
Job Title	Starting:	
		Ending:
Immediate Supervisor (Name and Title)		
May we contact for a reference?	<input type="checkbox"/> Yes	
		<input type="checkbox"/> No
		<input type="checkbox"/> Later
Reason for Leaving		

Employer	Telephone	Dates Employed
		From:
		To:
Address		
		Annual Salary
Job Title	Starting:	
		Ending:
Immediate Supervisor (Name and Title)		
May we contact for a reference?	<input type="checkbox"/> Yes	
		<input type="checkbox"/> No
		<input type="checkbox"/> Later
Reason for Leaving		

Employer	Telephone	Dates Employed
		From:
		To:
Address		
		Annual Salary
Job Title	Starting:	
		Ending:
Immediate Supervisor (Name and Title)		

May we contact for a reference?	<input type="checkbox"/> Yes
	<input type="checkbox"/> No
	<input type="checkbox"/> Later
Reason for Leaving	

EDUCATIONAL BACKGROUND

	Name & City	# of Years Attended	Graduated	Degree Received	Course/Major
High School			<input type="checkbox"/> Yes <input type="checkbox"/> No		
College			<input type="checkbox"/> Yes <input type="checkbox"/> No		
Post-Graduate			<input type="checkbox"/> Yes <input type="checkbox"/> No		
Business, Trade or Other			<input type="checkbox"/> Yes <input type="checkbox"/> No		

EMPLOYMENT REFERENCES

Please list names, titles and contact information for **three business/work references only** (we prefer past employers or direct line supervisors). These references should be professional references (a past or present supervisor). Please do not list personal friends or relatives:

Name and Title	Telephone and Email	Relationship and Organization

PROFESSIONAL MEMBERSHIPS

Please list professional, business or civic associations and any offices held related to the position that you're applying for:

Organization(s)	Office(s) Held

Please list any special accomplishments, publications, awards, or other relevant information relating to the position that you're applying for that you would like for us to consider:

Please read carefully before signing:

I understand that this employment application and any other Kingdom Builder's Family Life Center documents are not contracts of employment and that any individual who is hired may voluntarily leave employment and may be terminated by Kingdom Builder's Family Life Center at any time and for any legal reason. I understand that Kingdom Builder's Family Life Center is an at-will employer and that any oral or written statements to the contrary are hereby expressly disavowed and should not be relied upon by any prospective or existing employee. I further understand that Kingdom Builder's Family Life Center can change its rules, policies, wages and benefits at any time, with or without advance notice.

The information I have provided on this application (and on the attached or previously emailed resume, if applicable) is accurate and complete to the best of my knowledge and subject to validation by Kingdom Builder's Family Life Center. Any withholding of information or making false or misleading statements or omission on this application may result in rejection of employment, or if employed, termination of employment. Unless noted otherwise, I authorize the organizations, schools, or persons named in this application, to give Kingdom Builder's Family Life Center any information it requests regarding my employment or academic history. I hereby release those organizations, schools, or persons from any liability for any damage whatsoever because of issuing this information.

In connection with my application for employment with Kingdom Builder's Family Life Center, I hereby authorize and release from all liability, Kingdom Builder's Family Life Center, to contact my current and/or previous employers and other references provided by me, for the purposes of establishing and verifying information related to my dates of employment, reasons for termination of past employment, educational and professional credentials, skills, experience, abilities, work habits, character and other related information.

I understand and agree that Kingdom Builder's Family Life Center may release such information to any of its Client Organization from which I seek employment, including various federal, state, and other agencies, including public and private sources that maintain records concerning my past activities and relating to my current and/or previous employment.

I understand that Kingdom Builder's Family Life Center will use any reference related information obtained by my current/previous employers and/or other references provided by me for the sole purpose of presenting my candidacy to its Client Organizations and for no other purpose.

In the event an offer of employment is made, the offer will be subject to my providing documentation proving identity and eligibility for employment in the United States as required by the Immigration Reform and Control Act of 1986.

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Applicant Signature*

Date

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Print Name

*If you are submitting this application electronically, completion of the 'Applicant Signature' box shall constitute your understanding of an agreement to the terms and conditions of this application.