



dedicated to finding a cure

APPLICATION FOR EMPLOYMENT

The Juvenile Diabetes Research Foundation International is the leading charitable funder and advocate of type 1 diabetes research worldwide. JDRF was founded more than 30 years ago by parents of children with juvenile diabetes, with the mission to find a cure for diabetes and its complications.

Juvenile Diabetes Research Foundation International

Application for Employment

A. General Information

1. Position(s) Applied For	2. Date of Application
3. How did you learn about us?	
<input type="checkbox"/> Advertisement (ie. Internet, Newspaper, etc.) Specify: _____	<input type="checkbox"/> Employment Agency: _____ <input type="checkbox"/> Employee Referral: _____ <input type="checkbox"/> Walk-In <input type="checkbox"/> Relative/ Friend <input type="checkbox"/> Other: _____

B. Personal Information

1. Name (Last, First, Middle)	2. Social Security Number	3. Are you at least 18 years of age? If not, state age: _____ <input type="checkbox"/> Yes <input type="checkbox"/> No
4. Address (No., Street, City, State, ZIP code)	5. Home Telephone () Work Telephone ()	6. Email Address:

7. Are you legally eligible to work in the United States?
Pursuant to the Immigration Reform and Control Act of 1986, all new employees must produce documents, which are specified by the Federal Government, establishing their identity and authorization for employment in the United States. These documents must be produced no later than seventy-two hours after commencing employment. You will also be required to sign Form I-9 issued by the Federal Government, verifying under oath, your employment authorization.

Yes No

8. When would you be available for work? Date: _____	9. What status are you available to work? <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary	10. What days are you available to work? Please check all that apply: <input type="checkbox"/> Monday <input type="checkbox"/> Thursday <input type="checkbox"/> Saturday <input type="checkbox"/> Tuesday <input type="checkbox"/> Friday <input type="checkbox"/> Sunday <input type="checkbox"/> Wednesday	
11. If required, will you work overtime? <input type="checkbox"/> Yes <input type="checkbox"/> No	12. Will you travel, if your work requires it? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how much? _____	13. Have you previously filed an employment application with JDRF? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, when? _____	14. Have you been previously employed by JDRF? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, when? _____ Title? _____

C. Educational History

	Name and Location of school (City, State)	Course of Study	Start Date- End Date	Degree Received
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				

Please list any patents, papers, theses, articles or honors received:

JDRF is an Equal Opportunity Employer

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, citizenship or any other legally protected status.

Juvenile Diabetes Research Foundation International

Name (Last, First, MI)

Date

D. Employment History

Start with your present or last job. Please account for all of your time since high school, or for the last ten years, whichever is shorter, including any period of employment. Include any job-related military service assignments and volunteer activities. If necessary, use the Supplementary Employment Form(s) provided at the end for additional space. Include your Name and Date on each sheet. (You may exclude organizations that indicate race, color, religion, gender, national origin, citizenship, disabilities or other legally protected status.)

1.	Dates of Employment (Month & Year)		Starting Salary/Earnings	Place of Employment (City & State)
	From	To	\$ per	
	Position Title	Average Hours per Week	Final Salary/Earnings	
			\$ per	
Name of Employer and Complete Address			Telephone Number(s)	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
			Name of Supervisor & Title	

Reason for Leaving

Description of Duties, Responsibilities, and Accomplishments

2.	Dates of Employment (Month & Year)		Starting Salary/Earnings	Place of Employment (City & State)
	From	To	\$ per	
	Position Title	Average Hours per Week	Final Salary/Earnings	
			\$ per	
Name of Employer and Complete Address			Telephone Number(s)	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Reason for Leaving

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Name of Employer and Complete Address			Telephone Number(s)	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Reason for Leaving

Description of Duties, Responsibilities, and Accomplishments

Juvenile Diabetes Research Foundation International

Name (Last, First, MI)

Date

E. Professional, Trade, Business or Civic Activities and Offices Held

Please describe your affiliation. You may exclude membership that would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status:

Are you an officer, substantial owner, operator or member of any company or business? Yes No

If **Yes**, please describe relationship and title:

F. Additional Information

Please summarize special **job-related skills** and qualifications acquired from employment or other experience:

G. Other Information

1. Military Service

Did you serve in the United States Armed Forces? Yes No

If **Yes**, please state your rank at discharge: _____

Please describe any job-related training received in the military:

2. Criminal Convictions

Have you ever been convicted of a crime, other than a minor traffic offense? Yes No

You may answer "no" if a conviction has been sealed or expunged or otherwise statutorily eradicated. If you checked "**yes**", please explain:

A criminal conviction will not necessarily be a bar to employment. We will consider the nature of any conviction, the facts surrounding that conviction and your subsequent rehabilitation in determining whether hiring you would present a risk to JDRF, its employees, or others. Consequently, we ask that you describe the nature of the crime, your subsequent rehabilitation and any facts you would like us to evaluate in determining whether you should be hired by our organization.

Connecticut Applicants: Do not complete this section until you have read the state addendum.

Hawaii Applicants: Do not respond to this statement until you have been given a conditional offer of employment.

Massachusetts Applicants: Do not complete this section until you have read the state addendum.

Washington Applicants: Do not complete this section until you have read the state addendum.

Washington Applicants: Answer "yes" only if a felony was within the last ten (10) years and relates reasonably to your job duties. You are not required to disclose the existence of any arrest, criminal charge or conviction for findings of delinquency, the records of which have been erased pursuant to Washington law pertaining to adjudication as a youthful offender or for criminal charges where you were found not guilty or for which you have received an absolute pardon. If your criminal records pertain only to delinquency and youthful offender charges and have been erased, you may swear under oath that you have never been arrested.

Connecticut Applicants: You are not required to disclose the existence of any arrest, criminal charge or conviction, the records of which have been erased pursuant the Connecticut statute pertaining to a finding of delinquency or that a child was a member of a family with service needs, an adjudication as a youthful offender, a criminal charge that has been dismissed or annulled, a criminal charge for which the person has been found not guilty or a conviction for which the person received an absolute pardon. If your criminal records have been erased pursuant to one of these statutes, you may swear under oath that you have never been arrested.

Massachusetts Applicants: An applicant for employment with a sealed record on file with the Commissioner of Probation may answer "no record" with respect to an inquiry herein relative to prior arrests, criminal court appearances or convictions. In addition, any applicant for employment may answer "no record" with respect to any inquiry relative to prior arrests, court appearances, and adjudications in all cases of delinquency or as a child in need of services that did not result in a complaint transferred to the superior court for criminal prosecution.

Juvenile Diabetes Research Foundation International

Name (Last, First, MI)	Date
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G. Other Information (continued)

3. Limitations or Restrictions Upon Employment

Are you contractually prohibited or limited from performing any job duties for the JDRF? Yes No

If **Yes**, please provide a copy of the agreement to us.

H. Professional References

To ensure that individuals who join JDRF are well qualified and have a strong potential to be productive and successful, it is the policy of JDRF to check the employment references of qualified applicants. In addition, JDRF conducts complete background investigative checks that include employment, education, criminal and credit.

References and background investigative checks will not be conducted without soliciting permission from the applicant.

1.	Name	Title	Company	Telephone
	Relationship	Email	Address	
2.	Name	Title	Company	Telephone
	Relationship	Email	Address	
3.	Name	Title	Company	Telephone
	Relationship	Email	Address	

Juvenile Diabetes Research Foundation International

Name (Last, First, MI)

Date

I. Applicant's Statement

I have read and fully understand the questions asked in this application. I certify that all answers given by me are true, accurate and complete and understand that the omission and/or misrepresentation of any fact from this employment application, resume or during any interview will be cause for immediate dismissal. I hereby authorize the Juvenile Diabetes Research Foundation International to obtain reference information about me, including requesting information from various federal, state and other agencies that maintain records concerning my past activities relating to my driving, credit, criminal and other experiences, as well as claims involving me in the files of insurance companies, and release all persons from liability for doing so.

If hired, I agree to abide by all of the organization's rules and regulations and understand that, if employed, my employment may be terminated with or without cause, and with or without notice, at any time, at the option of either JDRF or me (meaning "at will" in nature, which means that the employee may resign at any time and the employer may discharge employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of JDRF.) I further understand that no representation, whether oral or written, by any representative or agent of the organization, at any time, can constitute a contract of employment.

I understand that the organization and all plan administrators shall have the maximum discretion permitted by law to administer, interpret, modify, discontinue, enhance or otherwise change all policies, procedures, benefits or other terms or conditions of employment. No representative or agent of the organization, has the authority to enter into any agreement for employment for any specified period of time or to make any change in any policy, procedure, benefit or other term or condition of employment other than in document signed by an authorized executive of this organization and me, or to make any agreement contrary to the foregoing.

Signature of Applicant

Date

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

Juvenile Diabetes Research Foundation International is an Equal Opportunity Employer

Juvenile Diabetes Research Foundation International

Supplementary Employment Form

Use only if necessary

Name (Last, First, MI)	Date
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Additional Employment History

4.	Dates of Employment (Month & Year)		Starting Salary/Earnings	Place of Employment (City & State)
	From	To	\$ _____ per	
	Position Title	Average Hours per Week	Final Salary/Earnings	
			\$ _____ per	
Name of Employer and Complete Address			Telephone Number(s)	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
			Name of Supervisor & Title	

Reason for Leaving

Description of Duties, Responsibilities, and Accomplishments

5.	Dates of Employment (Month & Year)		Starting Salary/Earnings	Place of Employment (City & State)
	From	To	\$ _____ per	
	Position Title	Average Hours per Week	Final Salary/Earnings	
			\$ _____ per	
Name of Employer and Complete Address			Telephone Number(s)	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
			Name of Supervisor & Title	

Reason for Leaving

Description of Duties, Responsibilities, and Accomplishments

6.	Dates of Employment (Month & Year)		Starting Salary/Earnings	Place of Employment (City & State)
	From	To	\$ _____ per	
	Position Title	Average Hours per Week	Final Salary/Earnings	
			\$ _____ per	
Name of Employer and Complete Address			Telephone Number(s)	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
			Name of Supervisor & Title	

Reason for Leaving

Description of Duties, Responsibilities, and Accomplishments

EEO Compliance Form

We are gathering the following information for record keeping purposes in compliance with federal regulations concerning Affirmative Action and Equal Opportunity. We ask your cooperation in completing this anonymous form. However, you are *under no obligation* to do so, and your responses will not affect your employment application in any way.

1. Gender:

- Female**
- Male**

2. Please check only one in this section:

- American Indian or Alaskan Native** – A person having origins in any of the original peoples of North America and South America (including Central America) and who maintains tribal affiliation or community attachment.
- Asian** – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam. It includes Asian Indian, Chinese, Filipino, Korean, Japanese, Vietnamese and Other Asian.
- Black or African American** – A person having origins in any of the Black racial groups of Africa. It includes people who indicate their race as “Black or African American” for example, Kenyan, Jamaican, Caribbean-American, Nigerian or Haitian.
- Native Hawaiian or Other Pacific Islander** – A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- White** – A person having origins in any of the original peoples of Europe, North Africa, or the Middle East. It includes people who are Irish, German, Italian, Lebanese, Near Easterner, Arab or Polish.
- Hispanic or Latino**– A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- Two or More Races** – A person of multi-racial, mixed, interracial or who identify with more than one of the above six races.

Information provided will be kept strictly confidential except that government officials investigating compliance will be informed. If you choose not to answer any of these questions, you will not be subject to adverse treatment. If you choose not to “self identify,” however, we are required under federal regulations to maintain race, sex and disability information on the basis of visual observation or personal knowledge.

Date

Position Applied For