

FAMILIES UNITED, INC.

Offices in Attica, Lafayette, Crawfordsville
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familiesunited@familiesunited.us

KATHI LANGE, LCSW, LMFT, PRESIDENT

P.O. Box 340
303 South Perry Street
Attica, IN 47918

MEMORANDUM

TO: All applicants
FROM: Kathi Lange, President
RE: Application Guidelines

Families United, Inc. welcomes your application for employment. Families United, Inc. maintains standardized rules concerning consideration of applicants and the employment process. These policies are as follows:

1. Any applicant needing reasonable accommodation throughout the application and/or employment selection process should notify Kathi Lange at (765) 762-0611. Families United, Inc. will provide reasonable accommodation to disabled applicants.
2. It is Families United's experience that most applicants are simultaneously looking for employment with a number of employers. To make certain its applicant pool accurately reflects individuals currently seeking employment, Families United, Inc. will give consideration to applications for 15 days from the date the position opening is announced.
3. It is imperative that the information on your job application be accurate and complete. Omitted information as to employers, reasons for leaving employment, dates of employment, or any other data requested on a job application form is a basis for rejecting the application or termination.
4. Families United, Inc. strongly believes in considering each applicant's prior employment history, job qualifications, and wage history in evaluating the application. Please make certain this data is included on your application.
5. Please submit a resume if you have not already done so along with the enclosed forms.
6. Please complete the attached application forms and return them immediately to jenn@familiesunited.biz. All applicants will receive electronic notification regarding application status.