

APPLICATION FOR EMPLOYMENT *Houses into Homes is an Equal Opportunity Employer*

<u>Please Print</u>

PERSONAL INFORMATION

Name:			
Address:		Middle Initial	Last
			How many years at this address?
Previous Address			
City:	State:	Zip:	How many years at this address?
Home Phone:	Alternat	e Phone:	
Email Address:			
Best way to contact you:	🖵 Home	e Phone □Cell [🗅 Email 🗖 US mail
Are you 18 years or older? Ye	es 🗌 No 🗌		
Are you legally eligible for em	ployment in the	e U.S.? Yes 🗆 1	No 🗆
Do you have a valid US driver	's license? Y		 D number:
Do you have a valid US driver	's license? Y		
Do you have a valid US driver			
POSTION APPLYING FOR	2	ſes □ No □ IE	
POSTION APPLYING FOR Position Applied for:	2	ſes □ No □ IĽ	0 number:
POSTION APPLYING FOR Position Applied for: How did you hear about this p	sition?	ſes □ No □ IE	D number: Full Time 🗌 Part Time 🗌
POSTION APPLYING FOR Position Applied for: How did you hear about this p	esition?	ſes □ No □ ID	O number: Full Time □ Part Time □
POSTION APPLYING FOR Position Applied for: How did you hear about this po Date Available to Begin Work	osition? :: ito Homes befor	re? Yes □ No	D number:
POSTION APPLYING FOR Position Applied for: How did you hear about this po Date Available to Begin Work Have you applied at Houses in	osition? :: ito Homes befor Were	fes □ No □ ID Salary Req re? Yes □ No e you interviewed?	D number:

Have you ever been convicted of a felony or misdemeanor crime? Yes \Box No \Box

If yes, please list all adult convictions including felony and misdemeanor convictions. Do not include minor traffic violations. Do not disclose information pertaining to sealed or expunged conviction records.

(Note: A conviction is not an automatic bar to employment. Each case is considered in relation to the position applied for.)

EDUCATION

School	Name & Address	When Did You Graduate?	Major or Courses of Study
High School			
College or University			
Graduate School			

GENERAL INFORMATION

List any additional skills and knowledge which relates to your ability to perform the job for which you have applied such as licenses, certifications, professional memberships, computer knowledge, and special interests. Omit any organizations which may indicate reference to race, color, age, religion, disability, national origin or veteran status.

EMPLOYMENT HISTORY

Please fill out this section completely. Do not indicate "refer to resume." Please list all work experience, starting with your current or most current employer. Resumes are accepted as supplemental information. If additional information is attached, please check here. \Box

in additional information is attached, please check here.				
Present Employer:		Job Title:		
Address:		Job Duties:		
Telephone Number	Immediate Supervisor:	Beginning Salary/Hourly Rate:	Final Salary/Hourly Rate:	
	•	\$	\$	
Dates Employed:		Reason for Leaving:		
From: T	0:			
May we contact this emplo	oyer? Yes 🗌 No 🗌			

Employer:		Job Title:	
Address:		Job Duties:	
Telephone Number	Immediate Supervisor:	Beginning Salary/Hourly Rate: \$	Final Salary/Hourly Rate:
Dates Employed:		Reason for Leaving:	·
From:	To:	_	
May we contact this emply	oyer? Yes 🗌 No 🗌		

Employer:		Job Title:	
Address:		Job Duties:	
Telephone Number	Immediate Supervisor:	Beginning Salary/Hourly Rate:	Final Salary/Hourly Rate:
Dates Employed: From: May we contact this emp	To: Doloyer? Yes 🗌 No 🗌	Reason for Leaving:	

Employer:		Job Title:	
Address:		Job Duties:	
Telephone Number	Immediate Supervisor:	Beginning Salary/Hourly Rate:	Final Salary/Hourly Rate:
Dates Employed:		Reason for Leaving:	
From:	То:		
May we contact this emp	oloyer? Yes 🗌 No 🗌		

REFERENCES

List three people not related to you whom you have known at least one year and who have knowledge of your current/recent work performance (professional references).

Name:	Address:	
Telephone Number:	Relationship:	Years Known:

Name:	Address:	
Telephone Number:	Relationship:	Years Known:

Name:	Address:	
Telephone Number:	Relationship:	Years Known:

AUTHORIZATION: Please read and understand this statement before signing your application:

I certify that the facts contained in this application are true and complete to the best of my knowledge. I further understand that, if employed, falsified statements on this application shall be grounds for dismissal. I authorize investigation of all statements contained herein. I release from any and all liability all the references and employers listed above who provide information concerning my previous employment and any other information, personal or otherwise, to Houses into Homes. This application will expire in 60 days. After that date, I understand that my status as an applicant will end. I may re-apply for employment in the future by completing a new application. This application is not an employment agreement.

Houses into Homes, in considering my application for employment, may verify the information set forth on this application and obtain additional background information relating to my background. I authorize all persons, schools, companies, corporations, and law enforcement agencies to supply any information concerning my background.

I fully understand and accept all terms and conditions in the above statement.

SIGNATURE: _____

DATE:

PRINT NAME: