

# *Ruth's House*

## Application for Employment

At Ruth's House we believe in dignity and respect for all people. We provide employment opportunities for all and will not discriminate on the basis of sex, race, color, age, religion, national origin, marital status, disability, or veteran status or any other characteristic protected by law.

Please Print

### Personal

Name \_\_\_\_\_ Date \_\_\_\_\_  
          First                          Middle                          Last  
Address \_\_\_\_\_ S.S.# \_\_\_\_\_  
          No                          Street  
          City                          State                          Zip                          Phone \_\_\_\_\_

Are you under 18 years of age? Yes    No

### Employment Desired

Specific Title(s) of Job(s) applied for \_\_\_\_\_ Rate of pay desired per week \$ \_\_\_\_\_

Will you work: Full-Time    Part-Time    Specify days and hours if Part-Time \_\_\_\_\_

What date will you be available for work? \_\_\_\_\_

### Qualifications

Are you legally eligible for employment in the United States? Yes    No

Have you ever worked for any Healthcare Facility? Yes    No

If "Yes": Where? \_\_\_\_\_ When \_\_\_\_\_

What Job? \_\_\_\_\_

Reason for Leaving? \_\_\_\_\_

May we contact your previous employer? Yes    No

What Experiences, Skills, or abilities do you have that qualify you for the job(s) you applied for?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever been convicted of a crime involving theft, violence, drugs, or any law involving moral turpitude? A conviction will not automatically bar you from employment unless the crime is a "barrier crime" as set forth under Virginia law. The nature of the crime, date of conviction, and the relationship of the crime to the job sought will all be considered in determining eligibility for employment.

Yes \_\_\_\_ No \_\_\_\_ If "Yes" explain: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**List below all present and past employment beginning with your most recent**

- 1. Company Name \_\_\_\_\_ Address \_\_\_\_\_  
Phone \_\_\_\_\_ From \_\_\_\_\_ / \_\_\_\_\_ Name of Supervisor \_\_\_\_\_  
Job description \_\_\_\_\_  
\_\_\_\_\_
- 2. Company Name \_\_\_\_\_ Address \_\_\_\_\_  
Phone \_\_\_\_\_ From \_\_\_\_\_ / \_\_\_\_\_ Name of Supervisor \_\_\_\_\_  
Job description \_\_\_\_\_  
\_\_\_\_\_
- 3. Company Name \_\_\_\_\_ Address \_\_\_\_\_  
Phone \_\_\_\_\_ From \_\_\_\_\_ / \_\_\_\_\_ Name of Supervisor \_\_\_\_\_  
Job description \_\_\_\_\_  
\_\_\_\_\_

**Record of Education**

(Highest level of Education)

School Name \_\_\_\_\_ Diploma or Degree \_\_\_\_\_ Course of Study \_\_\_\_\_  
Address \_\_\_\_\_ Did you Graduate: Yes No  
Circle last year Completed: 1 2 3 4

**Personal References**

(List three references, at least two of whom are not related to you)

Name _____	Occupation _____
Address _____	Phone Number _____
Name _____	Occupation _____
Address _____	Phone Number _____
Name _____	Occupation _____
Address _____	Phone Number _____

The facts set forth in my application for employment are true and completed to the best of my knowledge. I understand that if employed, false or incomplete statements on this application will require my immediate termination of employment. I also understand that my employment is at-will and may be terminated at any time, with or without a stated reason; by either myself or the employer and that I do not have contract of employment for any specific duration. I further acknowledge that any handbook, policy, procedure, rule, or regulation that may now or in the future apply to me is not contractual in nature and is not intended to modify the foregoing at-will employment relationship. You are hereby authorized to make any investigation of my personal history, criminal record, and any other information provided on this application, and I release Ruth's House from any liability arising out of such investigation and the disclosure of such information.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant