

Hour House (logo here)

Application for Employment

(PLEASE PRINT CLEARLY)

TO APPLICANT: We appreciate your interest in our organization. Thank you for taking time to complete this application. Federal and State Law prohibit discrimination in employment because of race, color, religion, sex, national origin, age, or physical handicap. Federal law also prohibits other types of discrimination such as citizenship, veteran status, attainment of benefits, and participation in union activities. State Law and local municipality ordinances also prohibit some or all of the above types of discrimination as well as some additional types including, but not limited to discrimination based upon ancestry, marital status or unfavorable discharge from military service. *This list, however, is not exhaustive of the grounds on which discrimination is prohibited.*

Applicant Personal Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Social Security No.: _____ Date Available: _____ Position applied for: _____

Position Applied for: _____

Are you legally eligible for employment in the U.S.A.? *(If hired, you are required to proof of your eligibility to work in the U.S.A.)* YES NO Have you been convicted of a major crime (felony) in the past 2 years? *(Applicants are not obligated to disclose sealed or expunged records of conviction. A conviction record will not necessarily bar employment.)* YES NO

Are you over the age of 18? *(If no, hire is subject to verification that you are of minimum legal age to work.)* YES NO If yes, when? _____

Were you previously employed by us? YES NO

If yes, what position did you previously hold? _____ Supervisor's Name? _____

If your application is considered favorably, on what date will you be available for work? _____

List any credentials you have that would assist in the job you are applying for? _____

Are there any other job related experiences, skills, or qualifications which will be of special benefit in the job for which you are applying? _____

May we telephone you to follow up this application? YES NO

If yes, when is the best time to call? _____

May we telephone you to follow up on this application at work? YES NO

If yes, what is your business telephone number? _____

Employment History

Company Name: _____ Phone: _____

Address of Company: _____ Supervisor: _____

Job Title: _____ Type of Business: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference?

I hereby give Hour House permission to contact the employers listed above concerning my prior work experience as indicated below. I hereby release Hour House and said employers from any liability in exchange of information concerning employment and work performance in the process of this reference inquiry.

YES

NO

Company Name: _____ Phone: _____

Address of Company: _____ Supervisor: _____

Job Title: _____ Type of Business: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference?

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YES

NO

Company Name: _____ Phone: _____

Address of Company: _____ Supervisor: _____

Job Title: _____ Type of Business: _____

Responsibilities: _____

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YES

NO

Company Name: _____ Phone: _____

Address of Company: _____ Supervisor: _____

Job Title: _____ Type of Business: _____

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From: _____ To: _____ Reason for Leaving: _____

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YES NO

Education

High School: _____ Name/ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Name/ Address: _____

Course of Study: _____ Last year completed: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Licensure or Certification(s): _____

Personal References

Please list three professional references. (Not former employers or relatives)

Full Name: _____ How do they know you? _____

City/State: _____ Contact Phone: _____

Full Name: _____ How do they know you? _____

City/State: _____ Contact Phone: _____

Full Name: _____ How do they know you? _____

City/State: _____ Contact Phone: _____

Disclaimer and Signature

PLEASE READ AND SIGN:

The facts set forth in my application for employment are true and complete. I understand that if employed, any false statement on this application may result in my dismissal. I further understand that this application is not nor is it intended to be a contract of employment. This application does not obligate Hour House in any way if Hour House decides to employ me. I understand and agree that employment at Hour House is at-will and can be terminated by either party with or without notice at any time for any reason or no reason. No one other than the Executive Director of Hour House has any authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing and then only in writing signed by the Executive Director.

SIGNATURE OF
APPLICANT

For Interviewer's Use Only

APPLICANT: Do not write on this page

Interviewer: _____ Date _____

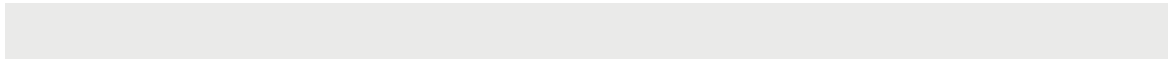
Comments: _____

Work References **Personal References**

Contact Person: _____ Contact Person: _____
Results: _____ Results: _____

Contact Person: _____ Contact Person: _____
Results: _____ Results: _____

Contact Person: _____ Contact Person: _____
Results: _____ Results: _____



Date Offer Extended: _____ Date Regrets Sent: _____ Work Location : _____

Rate of Pay: _____ Position: _____ Start Date : _____