



# 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 21? *(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?

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?

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

## 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 : \_\_\_\_\_