



## Application for Employment

*Hope Harbor will store applications in a secure, locked filing cabinet. Application information provided will be kept confidential and shared only as necessary with the hiring committee. Attach additional papers as necessary to answer the questions below.*

### A. PERSONAL

Full Name \_\_\_\_\_ Phone \_\_\_\_\_

Current Address \_\_\_\_\_

Permanent Address \_\_\_\_\_

E-mail Address \_\_\_\_\_ Employment Location Sought: **Marshall Winona**

Position Desired \_\_\_\_\_ How did you hear about this position? \_\_\_\_\_

1. Have you volunteered at Hope Harbor prior to this application? **Yes No** If **yes**, please give dates and nature of experience \_\_\_\_\_

2. Have you ever been charged with or convicted of a misdemeanor or a felony? **Yes No** If **yes**, when, where?  
\_\_\_\_\_

3. Have you ever been or are you currently involved in any family or civil litigation? **Yes No** If **yes**, when, where?  
\_\_\_\_\_

4. Do you have a valid driver's license? **Yes No**

5. Will you consent to a background check? **Yes No**

6. Have you ever engaged in abuse/harassment of a client in a prison, jail, lockup or other facility? **Yes No**

7. Have you ever been accused of abuse/harassment of a client in a facility or youth/adult in the community? **Yes No**

8. Have you ever been convicted of abuse/harassment of a client in a facility or youth/adult in the community? **Yes No**

*Hope Harbor's employment screening process includes a criminal background check; applicants may be disqualified if they have been investigated, arrested or convicted of a crime, especially crimes related to the abuse or exploitation of children or youth.*

**B. EDUCATION**

1. Did you graduate from high school or complete an equivalent level of education? **Yes No**

Name of School or Institution \_\_\_\_\_ City/State \_\_\_\_\_

2. Did you attend any college or technical school? **Yes No** (if yes, please list all attended)

Name and Location (City/State)	Areas of Study	Degree Obtained?
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Other formal training \_\_\_\_\_

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

Skills and experience relevant to the desired position \_\_\_\_\_

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

Any experience (paid or unpaid) working with children/youth (includes babysitting, siblings, etc.) \_\_\_\_\_

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

Summary of why you are seeking employment at Hope Harbor \_\_\_\_\_

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

**C. WORK EXPERIENCE** *If you are currently employed, include this employer and reason for employment change; attach additional sheet if more space is needed.*

1. Employer Supervisor's Name  
  
Address  
  
Phone Number  
  
Job Title/Nature of Experience  
  
Start Date End Date Reason for Leaving

2. Employer Supervisor's Name  
  
Address  
  
Phone Number  
  
Job Title/Nature of Experience  
  
Start Date End Date  
  
Reason for Leaving

**D. PROFESSIONAL REFERENCES** *Please list three non-related professional references we can contact*

Reference Name	Phone Number	Relationship
1.		
2.		
3.		

**E. ADDITIONAL APPLICATION MATERIALS**

With this application, please submit or attach the following materials for consideration of employment at Hope Harbor:

- Cover Letter, explaining applicant's desire to seek employment with Hope Harbor
- Current Resume, including information listed on this application as well as other pertinent resume material
- Applicants are also encouraged but not required to include a personal Statement of Faith

*Applications for employment at Hope Harbor will not be processed until Cover Letter and Resume are also submitted.*

**F. APPLICATION AGREEMENTS**

*Please read and initial each item below to signify your agreement to comply with the statements provided should you be offered a position to work at Hope Harbor.*

\_\_\_\_\_ I agree to nurture and protect children and never to engage in behavior that may harm them.

\_\_\_\_\_ I agree to do my best to prevent abuse and neglect among children involved in Hope Harbor programming and activities.

\_\_\_\_\_ In the event that I observe or hear of any inappropriate behaviors or maltreatment involving children, I agree to immediately report my observations.

\_\_\_\_\_ I acknowledge my obligation and responsibility to protect children and agree to report known or suspected abuse of children to appropriate Hope Harbor leaders and city/state authorities in accordance with the law.

\_\_\_\_\_ I understand that Hope Harbor will not tolerate abuse or other harm of children and I agree to comply in spirit and action with this position.

\_\_\_\_\_ I understand that it is my duty to provide complete and accurate information and to self-report all prior arrests, charges, investigations, and convictions. I further understand that failure to do so is grounds for denying my application or for later dismissal.

\_\_\_\_\_ I authorize Hope Harbor to contact any person or organization, whether or not identified in this application, to inquire about my previous employment, education, criminal history, driving records, interactions with youth, personality, character, behavior, work habits, abilities, and other information relevant to the position for which I am applying. I release these references from all liability and responsibility that may result from providing Hope Harbor with such information. I also authorize Hope Harbor to request, receive, and evaluate that information, and agree to hold Hope Harbor harmless from any liability and responsibility that may result from receiving or acting upon information obtained in the screening or hiring process.

*By signing this application, I attest that the information submitted in the above application is true and complete to the best of my knowledge. I understand that if employed, false statements on this application shall be considered sufficient cause for dismissal. I also acknowledge that signing this application does not create a contract of employment between me and Hope Harbor.*

Signature of applicant

Date

***For Internal Use Only:***

Date received

Reviewed by

Applicant contact by

Interview scheduled

References contacted