



## Employment Application

Today's Date: \_\_\_\_\_

### An Equal Opportunity employer

Company is an equal opportunity employer. This application will not be used for limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Applicants requiring reasonable accommodation in the application and/or interview process should notify a representative of the organization.

Applicant Name \_\_\_\_\_

Home Phone: \_\_\_\_\_

Other: \_\_\_\_\_

Email Address: \_\_\_\_\_

What type of housing are you in? **Circle** the answer: Transitional- Shelter - Half-way- Permanent

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

Number and street

City

State & Zip

How were you referred to this company: \_\_\_\_\_

### Employment Positions

Position(s) applying for: \_\_\_\_\_

### Personal Information:

- If hired, what kind of transportation will you have to/from work? **List:** \_\_\_\_\_
- Are you over the age of 18? (If under 18, hire is subject to verification of minimum legal age.)  
Y or N
- If hired, would you be able to present evidence of your U.S. citizenship or proof of your legal right to work in the United States? Y or N
- If hired, are you willing to submit to and pass a controlled substance test? Y or N
- Are you able to perform the essential functions of the job for which you are applying, either with/without reasonable accommodation? Y or N
- If no, describe the functions that cannot be performed \_\_\_\_\_
- If hired, do you have any doctor's work restrictions? Y or N

(Note: Company complies with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. It is possible that a hire may be tested on skill/agility and may be subject to a medical examination conducted by a medical professional.)

### Education, Training and Experience:

#### High School:

School Name: \_\_\_\_\_

Number of years completed: 1 2 3 4

Did you graduate? Y or N

#### College / University/Vocational School:

School Name: \_\_\_\_\_ Number of years completed: 1 2 3 4 Did you graduate? Y or N

Degree / diploma earned: \_\_\_\_\_

**Military:**

Branch: \_\_\_\_\_ Rank in Military: \_\_\_\_\_ Total Years of Service: \_\_\_\_\_

Skills/duties: \_\_\_\_\_

**Employer Name:** \_\_\_\_\_ **Job Title:** \_\_\_\_\_

Start Date \_\_\_\_\_ End Date\*\* \_\_\_\_\_ \*\*If you are still employed by this employer, leave End Date blank

**Employer Name:** \_\_\_\_\_ **Job Title:** \_\_\_\_\_

Start Date \_\_\_\_\_ End Date\*\* \_\_\_\_\_ \*\*If you are still employed by this employer, leave End Date blank

**Employer Name:** \_\_\_\_\_ **Job Title:** \_\_\_\_\_

Start Date \_\_\_\_\_ End Date\*\* \_\_\_\_\_ \*\*If you are still employed by this employer, leave End Date blank

- What are two good qualities about yourself \_\_\_\_\_  
\_\_\_\_\_
- What would a perfect day look like to you \_\_\_\_\_  
\_\_\_\_\_

A government photo ID and Social Security Card is required for all applicants.

A criminal background check will be completed for all applicants. Upon interview, you will be asked to describe any offense, including, when and where convicted and disposition of the case.

(Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The date of the offense, the nature of the offense, including any significant details that affect the description of the event, and the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date