

## Employment Application Form

**PLEASE PRINT CLEARLY AND COMPLETE ALL INFORMATION REQUESTED**

**TO APPLICANT:** We appreciate your interest in **The Green House at Calvary**. A clear and full understanding of your background and work history will aid in placing you in a position that best meets your qualifications.

We are an equal opportunity employer and do not discriminate in employment. No question on this application is used for the purpose of limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Equal access to employment, services, and programs is available to all persons, those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the organization.

**PLEASE COMPLETE PAGES 1-5.**

DATE \_\_\_\_\_

Name \_\_\_\_\_

Last

First

Middle

Telephone (\_\_\_\_\_) \_\_\_\_\_

Social Security No. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Present address \_\_\_\_\_

Number

Street

City

State

Zip

How long at current address \_\_\_\_\_

Position applied for \_\_\_\_\_

Days available to work (please circle)

Salary or Hourly wage desired \_\_\_\_\_

Mon Tue Wed Thurs Fri Sat Sun

(Be specific)

How many hours can you work weekly? \_\_\_\_\_

Can you work nights? \_\_\_\_\_

Employment desired  FULL-TIME ONLY  PART-TIME ONLY  FULL- OR PART-TIME

When will you be available to begin work? \_\_\_\_\_

Are you able to meet the attendance requirements?  Yes  No

Do you have any objection to working overtime if necessary?  Yes  No

Can you travel if required by this position?  Yes  No

Have you ever been previously employed by our organization?  Yes  No

Can you submit proof of identity and legal work authorization?  Yes  No

If you are 18 years of age or older?  Yes  No

Have you been convicted of a felony or misdemeanor offence within the last 7 years that has not been sealed or expunged?

Yes  No

If yes, explain nature of offense(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation. (Answering yes will not necessarily be a bar to employment and will be considered in relationship to the position for which you are applying)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



MILITARY

HAVE YOU EVER BEEN IN THE ARMED FORCES?  Yes  No

ARE YOU NOW A MEMBER OF THE NATIONAL GUARD?  Yes  No

Specialty \_\_\_\_\_ Date Entered \_\_\_\_\_ Discharge Date \_\_\_\_\_

**Work Experience** Please list your work experience for the **past five years** beginning with your most recent job held. If you were self-employed, give firm name. **Attach additional sheets if necessary.**

Name of employer _____ Address _____ Telephone ( _____ ) _____	Name of last supervisor	Employment dates	Pay or salary
		From	Start
		To	Final
Your last job title			

Reason for leaving (be specific)

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

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		To	Final
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May we contact your present employer?     Yes     No

Did you complete this application yourself     Yes     No

If not, who did? \_\_\_\_\_

How were you referred to us? \_\_\_\_\_

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**PLEASE READ CAREFULLY**

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I certify that all the information on this application, my resume, or any supporting documents is correct, and I understand that any misrepresentation or omission of any information will result in disqualification from consideration for employment or, if employed, my termination

I understand that this application is not a contract, offer or promise of employment. If hired either I or **The Green House at Calvary** can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

I authorize **The Green House at Calvary** or its agents to investigate all statements contained in this application and/or resume. I further understand that a credit and background check may be made including, but not limited to, consumer credit history, criminal history, driving record, employment, military, education, and general public records which will provide information concerning my character and general reputation. I hereby authorize my former employers, educational institutions or other reference providers to furnish all information pertaining to my work or educational record. I release my former employers, educational institutions, supervisors, and references from all liability on account of furnishing information to this company or its agents.

Should I wish to obtain a copy of the consumer credit history report if made, it will be provided upon written request. I hereby release from liability **The Green House at Calvary** and its representative for seeking such information and all other persons, corporations or organizations for furnishing such information.

I understand that, as a condition of employment I may be required to sign a non-compete agreement, a conflict of interest statement, and/or arbitration agreement and I hereby agree to arbitrate all disputes regarding my application for employment and any employment related matters rather than resolving them in court or other forum. I understand that **The Green House at Calvary** is a drug free workplace and has a post-accident drug-testing policy. I also understand that all employees of **The Green House at Calvary** may be subject to urinalysis and/or blood screening or other medically recognized tests designed to detect the presence of alcohol or controlled drugs. If detected, the offer of employment may be withdrawn. If employed, I understand that the taking of alcohol and/or drug tests is a condition of continual employment and I agree to undergo random, reasonable suspicion, post accident alcohol and drug testing except where prohibited by law. Refusal to take such tests when asked may result in termination.

I understand that it is the policy of this organization not to refuse to hire or otherwise discriminate against a qualified individual with a disability because of that persons need for a reasonable accommodation as required by the ADA.

I also understand that if I am employed, I will be required to provide satisfactory proof of identity and legal work authorization within three days of being hired. Failure to submit such proof within the required time shall result in immediate termination of employment.

This application is current for only sixty (60) days. At the conclusion of this time, if you have not heard from **The Green House at Calvary** and still wish to be considered for employment it will be necessary for you to complete a new application.

I represent and warrant that I have read and fully understand the foregoing, and that I seek employment under these conditions.

**Signature of applicant** \_\_\_\_\_ **Date:** \_\_\_\_\_

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This Company is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, age or disability. We assure you that your opportunity for employment with this Company depends solely on your qualifications.

Thank you for completing this application form and for your interest in our business.