



SAFEHOME

APPLICATION FOR EMPLOYMENT

It is the policy of SAFEHOME to provide equal employment opportunities to all persons without regard to race, color, age, gender, sexual orientation, religion, disability, national origin or any other consideration made unlawful by federal, state and local laws.

Please print each answer fully and accurately. Please fill out completely even if you are providing a resume.

Date: _____

Email: _____

PERSONAL

Name: _____ Social Security No.: _____
Last First Middle

Present Address: _____
Number & Street City State Zip

Position(s) for which you applying: _____

Home Telephone: _____ Business Telephone: _____

Best time/place to contact you _____

May we contact you at work? Yes No Are you at least 18 years of age? Yes No

Are you legally eligible to work in the USA on a full-time basis? Yes No

Date available for work: _____

Employment desired: Full-time only Part-time only Full- or Part-time

Days / Hours available to work: No Preference Dates/Times Specified Below: _____

Rate of pay desired: _____

Do you have reliable transportation? Yes No Do you have a valid driver's license? Yes No

Have you ever been convicted of a crime other than minor traffic violations? Yes No

If yes, please give the conviction date and nature of the offense: _____

A conviction record will not necessarily bar employment. Factors such as age and time of the offense, the seriousness and nature of the violation, and the applicant's rehabilitation will be considered in the hiring process.

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

EDUCATION

School	Name, City and State of School	Major course of study	Highest Year Completed				Did you graduate?	Diploma, Degree or Certification
			9	10	11	12		
High School							<input type="checkbox"/> Yes <input type="checkbox"/> No	
College			1	2	3	4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other							<input type="checkbox"/> Yes <input type="checkbox"/> No	

Indicate languages you can speak, read or write fluently. _____

CREDENTIALS

Please list certifications, registrations and licenses as required for the position for which you are applying.

Type of license _____

State _____ Reg. no. _____ Renewal date _____

State _____ Reg. no. _____ Renewal date _____

Are there restrictions on your license, registration or certification to practice imposed by a regulatory agency? Yes No If yes, explain _____

Is there a pending investigation of your license, registration or certification to practice by any regulatory agency?

Yes No If yes, explain _____

REFERENCES*

List below the names, addresses and telephone numbers of three references who can speak to your qualifications for employment.

Name	Business and/or Relationship	Telephone Number & Email

*SAFEHOME will not contact your references without your prior knowledge and approval.

EMPLOYMENT HISTORY (If additional space is needed, please continue on separate sheet of paper)

List below all present and past employment, beginning with your most recent.

1. Name and Address of Employer	Dates Employed		Job title	Starting & Ending Salary	Reason for Leaving	Name of Supervisor
	From	To				
	Describe the work you did:					
Telephone:						
2. Name and Address of Employer	Dates Employed		Job title	Starting & Ending Salary	Reason for Leaving	Name of Supervisor
	From	To				
	Describe the work you did:					
Telephone:						
3. Name and Address of Employer	Dates Employed		Job title	Starting & Ending Salary	Reason for Leaving	Name of Supervisor
	From	To				
	Describe the work you did:					
Telephone:						
4. Name and Address of Employer	Dates Employed		Job title	Starting & Ending Salary	Reason for Leaving	Name of Supervisor
	From	To				
	Describe the work you did:					
Telephone:						

Is any additional information relative to a different name necessary to check work record? Yes No

If yes, please provide name: _____

Please indicate any of employers listed above that you do not want contacted (circle) 1 2 3 4

APPLICANT'S STATEMENT

In signing and submitting this application for employment, I clearly understand and agree:

1. that the information contained in this application is complete and true. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge.
2. that I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I release all parties, including SAFEHOME, from all liability for any damage or claim that may result from furnishing the information.
3. that this application for employment shall be considered active for a period of time not to exceed 30 days.
4. that, unless otherwise defined by applicable law, any employment relationship with SAFEHOME is of an "at will" nature, which means that the employee may resign at any time and the employer may discharge employee at any time with or without cause. It is further understood that this "at will" employment relationships may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by the Executive Director.
5. to conform to SAFEHOME'S rules and regulations.
6. that all applicants who receive a conditional offer of employment are required to submit to a pre-employment criminal background screen.*
7. that all applicants who receive a conditional offer of employment are required to submit to a pre-employment urine-based drug screen.*
8. that all applicants who receive a conditional offer of employment are required to undergo a pre-employment Child Abuse and Neglect Search.*
9. that all applicants who receive a conditional offer of employment for certain SAFEHOME positions require a pre-employment check of applicant's credit report.*

Signature of Applicant

Date

FOR AGENCY USE ONLY:

Position(s) applied for: _____

Is position(s) open? Yes No

Position (s) for which applicant is being considered:

Interview arranged: Yes No Date: _____ Time: _____

Interviewer(s): _____

Remarks: _____

Date of hire: _____ Start date*: _____

Hired by: _____

**Conditional offer of employment only until completion of background screens and drug screen.*