



# Neighborhood House, Inc.

## APPLICATION FOR EMPLOYMENT

Neighborhood House is an equal opportunity employer. Neighborhood House does not unlawfully discriminate on the basis of race, color, religion, sex, national origin, age, sexual orientation, marital or veteran status, disability, or any other legally protected status.

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**PLEASE PRINT**

**Position applied for:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Referral source:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Telephone:** (\_\_\_\_) \_\_\_\_\_

**Are you presently employed?** \_\_\_\_\_ **May we contact your current employer?** \_\_\_\_\_

**On what date would you be available for work?** \_\_\_\_\_

Neighborhood House routinely requests employees permit a criminal history background check as a condition of employment. Have you ever been convicted of a crime involving child abuse, sexual abuse, neglect, or elder abuse or any violent felony? Conviction of a crime does not necessarily disqualify an applicant from employment.

Yes \_\_\_\_\_ No \_\_\_\_\_

**If so, please explain.**

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

**Please give name and contact information for three references not related to you.**

**\*\*At least two references must be professional.**

1. Name: \_\_\_\_\_ 2. Name: \_\_\_\_\_ 3. Name: \_\_\_\_\_

Organization: \_\_\_\_\_ Organization: \_\_\_\_\_ Organization: \_\_\_\_\_

Title: \_\_\_\_\_ Title: \_\_\_\_\_ Title: \_\_\_\_\_

Phone number: \_\_\_\_\_ Phone number: \_\_\_\_\_ Phone number: \_\_\_\_\_

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

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

Email Add.: \_\_\_\_\_ Email Add.: \_\_\_\_\_ Email Add.: \_\_\_\_\_

## Employment Experience

Begin with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, handicap or other protected status.

Employer	Dates Employed		Work Performed
	From	To	
Address			
City, State, Zip			
Job Title	Hourly Rate/Salary		
	Starting	Final	
Supervisor			
Telephone #			
Reason for Leaving			
Employer	Dates Employed		
	From	To	
Address			
City, State, Zip			
Job Title	Hourly Rate/Salary		
	Starting	Final	
Supervisor			
Telephone #			
Reason for Leaving			
Employer	Dates Employed		Work Performed
	From	To	
Address			
City, State, Zip			
Job Title	Hourly Rate/Salary		
	Starting	Final	
Supervisor			
Telephone #			
Reason for Leaving			

## Education

	High School	College/ University	Graduate/ Professional
School Name			
Years Completed	9    10    11    12	1    2    3    4	1    2    3    4
Diploma/Degree			
Course of Study			
Describe Specialized Training			
Number of Credits Completed			

Indicate any foreign languages you can speak, read and/or write	FLUENT	GOOD	FAIR
SPEAK			
READ			
WRITE			

### Special Skills and Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

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#### Certification and Signature

I understand any failure to disclose relevant information, or any verbal or written statement that is false, fraudulent or misleading contained in this application or attached materials, or made in the course of any related employment process, whether made by me or by others at my request, will result in rejection of my application, denial of employment, or dismissal from service if discovered after employment.

I certify all statements contained herein are true and complete whether made by me or others at my request.

I understand if hired, I must prove I am legally authorized to work in the United States.

I authorize Neighborhood House to check employment references and verify education information provided on this employment application and as disclosed in the interview process.

I authorize Neighborhood House to check my driving record. Driving citations and violations do not necessarily disqualify an applicant from employment.

I authorize Neighborhood House to perform a criminal history background check on me as a condition of employment. Conviction of a crime does not necessarily disqualify an applicant from employment.

I release Neighborhood House and all providers of information from any liability as a result of furnishing and receiving any information related to the Neighborhood House's hiring process.

I agree, if I am offered and accept a position, to abide by all existing and future Neighborhood House rules and regulations and I understand Neighborhood House reserves the right to change wages, hours, and working conditions as deemed necessary. *Neighborhood House is an "at will employer," which means either the employee or employer may terminate employment at any time, for any reason, with or without cause, and with or without notice.*

\_\_\_\_\_  
Signature (must be in ink)

\_\_\_\_\_  
Date