



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.

PLEASE PRINT

Position applied for: _____ **Date:** _____

Referral source: _____

Name: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Telephone: (____) _____ **Email:** _____

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.

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

Fair Credit Reporting Act Disclosure and Authorization

Disclosure

Neighborhood House when considering your application for employment, when making a decision whether to offer you employment, when deciding whether to continue your employment (if you are hired), and when making other employment related decisions directly affecting you, may wish to obtain and use a "consumer report" about you from a "consumer reporting agency." These terms are defined in the Fair Credit Reporting Act ("FCRA"), which applies to you. As an applicant for employment or employee of Neighborhood House you are a "consumer" with rights under FCRA.

A "consumer reporting agency" is a person or business that, for monetary fees, dues, or on a cooperative nonprofit basis, regularly assembles or evaluates information on consumers, including criminal records, for the purpose of furnishing "consumer reports" to others, such as Neighborhood House.

A "consumer report" is any written, oral, or other communication of any information by a "consumer reporting agency" bearing on a consumer's character, general reputation, personal characteristics, or mode of living, which is used or collected for the purpose of serving as a factor in establishing the consumer's eligibility for employment purposes.

If Neighborhood House obtains a "consumer report" about you, and if the agency considers any information in the "consumer report" when making an employment related decision that directly and adversely affects you, you will be provided with a copy of the "consumer report" before the decision is finalized. You also may contact the Federal Trade Commission about your rights under FCRA as a "consumer" with regard to "consumer reports" and "consumer reporting agencies."

Authorization

By signing below, I (PRINT NAME), _____, hereby voluntarily authorize Neighborhood House to obtain a "consumer report" about me from a "consumer reporting agency" and to consider that report when making decisions regarding my employment at the agency. I understand that I have rights under the FCRA, including the rights discussed above.

Signature

Date