

Hermitage House Youth Services Application for Employment

Please print clearly.

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resource Department.

Position(s) applied for _____ Date of application _____

Name _____ Social Security # _____
Last First Middle

Address _____ State _____ Zip Code _____
Street City

Telephone # () _____ Mobile/Beeper/Other # () _____

Referral Source (How did you hear about us?) _____

Have you ever been employed here before? If yes, give dates and positions _____

Are you legally eligible for employment in this country? _____

Date Available for Work _____ What is your desired salary range? \$ _____
Type of Employment Desired Full-Time Part-Time

Driving may be required in the position(s) for which you are applying. License number _____ State _____

Answering "yes" to the following question does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness, and nature of the violation, rehabilitation and position applied for will be taken into account.
Have you ever pled "guilty" or "no contest" to, or been convicted of a crime? _____
If yes, please provide date(s) and details _____

EMPLOYMENT HISTORY

Starting with your most recent employer, provide the following information:

Employer _____ Telephone # () _____ Dates Employed _____ to _____
Street Address _____ City _____ State _____ Zip code _____

Starting job title/final job title _____

Starting Compensation: Hourly Salary \$ _____ per _____ Commission/Bonus/Other Compensation \$ _____
Ending Compensation: Hourly Salary \$ _____ per _____ Commission/Bonus/Other Compensation \$ _____

Immediate Supervisor and title (for most recent position) _____ May we contact for reference? _____
Why did you leave? _____

Summarize the type of work performed and job responsibilities _____
What did you like most about your position? _____
What were the things you liked least about the position? _____

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Street Address _____ City _____ State _____ Zip code _____

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Why did you leave? _____

Summarize the type of work performed and job responsibilities _____
What did you like most about your position? _____
What were the things you liked least about the position? _____

EDUCATION

| School – include City & State (Documentation will be required) | Years Completed | Completed | Major/ Minor |
|---|-----------------|---|-----------------|
| High School | | <input type="checkbox"/> Diploma <input type="checkbox"/> GED | |
| College/University | | <input type="checkbox"/> Degree <input type="checkbox"/> Certification <input type="checkbox"/> Other | |
| College/University | | <input type="checkbox"/> Degree <input type="checkbox"/> Certification <input type="checkbox"/> Other | |

PERSONAL REFERENCES (NO RELATIVES)

| Name | Relationship to you | Phone Number | Address | Zip Code | Years Known |
|------|---------------------|--------------|---------|----------|-------------|
| | | | | | |
| | | | | | |
| | | | | | |

Other Skills/Qualifications:

List any volunteer activities, especially involving youth:

Of what accomplishment are you most proud?

Describe your perfect day.

Who is your hero and why?

Applicant Statement

I certify that all information I have provided in order to apply for and secure work with this employer is true, complete, and correct.

I expressly authorize, without reservation, the employer, its representatives, employees, or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities, and education institutions and to otherwise verify the accuracy of all information provided by me in this application, resume, or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees, or representatives, for seeking, gathering, and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations, or organizations for furnishing such information about me.

I understand that this application remains current for 90 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at anytime, with or without cause and with or without prior notice and the employer reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

I understand that any information provided by me that is found to be false, incomplete, or misrepresented in any respect, will be sufficient cause to (1) eliminate me from further consideration for employment or (2) may result in my immediate discharge from the employer's service, whenever it is discovered.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT

I certify that I have read, fully understand, and accept all terms of the foregoing Applicant Statement.

Signature of Applicant _____

Date _____