

Hope Ministries Employment Application

We are an equal opportunity employer dedicated to a policy of non-discrimination on any basis including sex, race, color, national origin, age, disability, or any other characteristic protected under applicable law.

Date:

--	--	--	--	--	--

PERSONAL INFORMATION

Name: _____

LAST
FIRST
MI

Present Address: _____

STREET
Apt.#
City
STATE
ZIP CODE

How long at present address? _____ How were you referred to us? _____

Home Phone: () _____ Email Address _____

AREA CODE

Previous Address: _____

STREET
Apt.
City
STATE
ZIP CODE

How long at previous address? _____ Are you legally eligible for employment in US? Yes No
 (Proof of identity and eligibility to work in the U.S. will be required upon employment.)

Are you at least 18 years of age? Yes No If No, please state your age: _____
 (If you are under 18 years of age you will be required to provide proof of your eligibility to work.)

EMPLOYMENT INFORMATION

Position applying for: _____ Date available to start:

--	--	--	--	--	--

Type of employment desired: Full Time Part Time Temporary Salary Desired \$ _____ per _____

Are you willing to work overtime if required? Yes No Hours available if Part Time _____

Are there any hours/shifts which you cannot work? _____

Are you presently employed? Yes No If yes, may we contact your present employer? Yes No

Have you ever worked for Hope Ministries before? Yes No If YES, when? _____

Have you previously applied for employment with Hope Ministries? Yes No if YES, when? _____

Do you have any friends or relatives working here? Yes No

How were you referred to us? _____

EDUCATION

Education	Name, City, State	Did you Graduate?	Degree Earned – Major / Minor
High School:		<input type="checkbox"/> Yes <input type="checkbox"/> No	
College:		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Graduate School:		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Trade of Business School:		<input type="checkbox"/> Yes <input type="checkbox"/> No	

List any extracurricular activities, awards, scholarships, or clubs that you were involved in which might be related to the position for

which you are applying (excluding those which, by their name or character, indicate your race, color, sex, age, national origin, marital status, ancestry, or handicap): _____

Have you been convicted of a felony? Yes No
 (Convictions will not necessarily disqualify an applicant for employment. Each one is considered in relation to the position applied for.)

If yes, please explain give dates and details: _____

Have you ever plead "no contest," nolo, or guilty to a crime, or have been convicted of a crime? Yes No

If yes, please explain, give dates and details _____

EMPLOYMENT EXPERIENCE (Last 5 Years)

Include part-time and seasonal employment. If self employed give firm name and supply business references.

DO NOT ANSWER "SEE RESUME."

Length of Service From - To	Name & Address of Employer (Most recent first) Name of Immediate Supervisor	Job Title And Principal Duties	Salary First & Last	Reason For Leaving
			First: \$ Last: \$	
			First: \$ Last: \$	
			First: \$ Last: \$	
			First: \$ Last: \$	
			First: \$ Last: \$	

REFERENCES

List professional references who know the quality of your work.

Name	Address & Telephone Number	Business	Years Acquainted

List any other names which you may have used and which will be necessary to verify your prior employment: _____

Have you ever been terminated or asked to resign from any job Yes No

If yes, please explain circumstances _____

EMPLOYEE ACKNOWLEDGMENT

I understand that this employment application and any other Company documents are not promises of employment. By completing this application I give my permission for public records background checks to be performed. Should I be employed, I understand that my employment will be on a trial period for ninety days from the date of my hiring, and that I will remain an at-will employee thereafter. I further understand that, if I am employed, I can terminate my employment at any time with or without cause and with or without advance notice, and that the Company has a similar right. I understand that no manager, representative, or agent of the Company has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, except that the Executive Director may do so in writing.

The information given by me on this application and during the interview process is true and complete in all respects, and I agree that if the information is found to be false, misleading or unsatisfactory in any respect (in the Company's judgment) that I will be disqualified from consideration for employment or subject to immediate dismissal if discovered after I am hired.

THIS APPLICATION WILL BE CONSIDERED "ACTIVE" FOR A MAXIMUM OF THREE (3) MONTHS.
IF YOU WISH TO BE CONSIDERED FOR EMPLOYMENT AFTER THAT TIME, YOU MUST REAPPLY.

DO NOT SIGN UNTIL YOU HAVE READ AND UNDERSTAND THIS STATEMENT

EMPLOYEE SIGNATURE: _____ DATE SIGNED: _____