

Application for Employment

Equal Employment Opportunity Statement:

Employment decisions will be based on the principles of equal opportunity. All personnel actions (recruiting, hiring, training, promotion, compensation, etc.) are administered without regard to any characteristic protected by state, federal or local law, assuming said characteristic does not interfere with the performance of essential job functions. Reasonable accommodations will be made for disabilities and religious beliefs. Please inform us of any necessary accommodations to the application process.

Please print.

Applicant Name: First Middle Last

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Address City State Zip

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Telephone Number Email Address

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Position(s) Applied For Date of Application

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Salary Expected

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How did you learn about Grace Guest House, Inc.?

- Advertisement—Specify: Employment Agency—Specify:
- Employee Referral—Which employee? Other—Specify:

Have you applied for a position with us before? No Yes—Specify date:

Have you ever been employed with us before? No Yes—Specify date and position:

Are you currently employed? No Yes

Are you currently on "lay-off" status and subject to recall? No Yes

On what date would you be available to start work?

Are you available to work: Full-time Part-time All shifts

Some part-time shifts will be overnight 11pm – 7am or afternoons 4pm – 11pm, including weekends and holidays; please indicate the hours you could be available to work:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Do you have a valid Driver's License? Yes No

Are you legally permitted to work in the United States? Yes No

NOTE: Proof of eligibility will be required within three working days of employment.

Are you 18 years of age or older? Yes No

Are you willing to take drug tests at the Company's request? No Yes

EMPLOYMENT HISTORY

List your previous work experience for the last seven years, beginning with your current position (or most recent position, if you are not currently employed.) Do not leave any gaps in your employment history. If you need additional space, please attach additional pages.

Employer	Supervisor

Address	Phone

Position Title and Duties

Starting Date	Ending Date

Why did you leave this job?

May we contact this employer? Yes No Later

Employer	Supervisor

Address	Phone

Position Title and Duties

Starting Date	Ending Date

Why did you leave this job?

May we contact this employer? Yes No Later

Employer	Supervisor

Address	Phone

Position Title and Duties

Starting Date	Ending Date

Why did you leave this job?

May we contact this employer? Yes No Later

EDUCATION

List the last 3 schools attended, as applicable.

Name of High School	Location

Years Completed	Degree/Major

Diploma obtained? Yes No

Name of College	Location

Years Completed	Degree/Major

Diploma obtained? Yes No

Name of College	Location

Years Completed	Degree/Major

Diploma obtained? Yes No

MILITARY SERVICE

Have you ever served in the U.S. military? Yes No

NOTE: If you answered "no" to the above question, please skip the rest of this section.

What was the length of your military service? _____ years, _____ months

What was your rank at time of discharge?

What type of training and work experience did you receive while in the military?

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PROFESSIONAL REFERENCES

Name of Reference (Not a Relative)		Name of Reference (Not a Relative)	
Street Address		Street Address	
City, State, Zip Code		City, State, Zip Code	
Telephone	Job Title	Telephone	Job Title
What is the relationship and how long have you known reference?		What is the relationship and how long have you known reference?	

APPLICANT'S STATEMENT

I certify that the information provided in this application is true, to the best of my knowledge.

I understand that providing false or misleading information at any time during the application and interview process may lead to refusal to hire or discharge from the Company. If I become employed by the Company, I agree to follow all rules and regulations of the Company as they develop and change.

I allow the Company to conduct investigations on me, my background and my performance, and am aware that such investigations will become a part of my employment record. With this, I authorize the Company to speak with my acquaintances, personal and professional, to gather information about me.

I authorize all former employers and references to provide any information about me to the Company, and release them of liabilities and damages of all kinds for providing this information. I authorize the Company to verify the accuracy of the information within this application. I also authorize the release of my educational transcripts to the Company for education verification purposes.

I release Grace Guest House, Inc. from liability for collecting information about me and using it to make employment decisions.

If I become employed by the Company, I understand that the employment relationship will be "at will," and that the "at will" status may not change at any time unless specifically approved, in writing, by the Executive Director of the Company.

I agree that if I become indebted to the Company, I will be responsible for repaying the total owed upon termination from the Company. If I do not repay the sum prior to my final paycheck being received, the money owed will be deducted from my pay.

This application for employment is valid for the next 90 days. I understand that if I wish to be considered for employment after this period of time, I must apply again.

Signature of Applicant	Date