

Application for Employment

Wise Hope Shelter and Crisis Center is an Equal Opportunity Employer committed to excellence through diversity. Employment offers are made on the basis of qualifications and without regard to race, sex, religion, national or ethnic origin, disability, age, veteran status, or sexual orientation.

Complete the entire application. You may attach a resume, but you must still complete all questions; or your application will be deemed incomplete and may not be considered. Please fill out each box (don't just indicate “See Resume.”)

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| Position Applying For: | Name (Last, First, Middle):  | Other names under which you have attended school or been employed: |
| Street Address:  | City, State & Zip: |  |
| Social Security Number: | Home Phone:  | Work Phone: | Cell Phone:  |
| Are you eligible to work in the United States? | [ ] Yes  [ ] No | Are you prevented from lawfully becoming employed in this country because of a Visa or Immigration status? [ ]  Yes [ ]  No |
| Are you 18 years of age or older? | [ ]  Yes [ ]  No | If NO, what is your current age? |
| Are you currently employed? | [ ] Yes  [ ]  No | If YES, what is your current job & title? |
| Have you ever been employed by Wise Hope? | [ ]  Yes [ ] No | If YES, dates of employment & reason for leaving: |
| Are you related to any current Wise Hope employee? | [ ] Yes [ ]  No | If YES, their name & their relationship to you? |
| If required for position, do you have a valid driver’s license? | [ ]  Yes [ ]  No | If YES, State of issuance, license #, and expiration date: |
|  Can you travel if a job required it?  | [ ]  Yes [ ]  No | Are you currently on “lay off” status and subject to recall?[ ]  Yes [ ]  No |
| Are you available to work: [ ]  Full Time [ ] Part time  [ ] Shift work [ ] Temporary  | On what date would you be available to work? |
| Have you ever been convicted of a felony? (Conviction will not necessarily disqualify an applicant from employment) | [ ]  Yes [ ]  No | If yes, please explain:  |
| How did you learn about this employment opportunity at Wise Hope? Check all that apply: [ ] Walk-in [ ] Friend/Relative  [ ] Website[ ]  Referral by employee  [ ] Other: [ ]  Advertisement |

**SKILLS:** Please list technical skills, clerical skills, trade skills, etc., relevant to this position. Include relevant computer systems and software packages of which you have a working knowledge, and note your level of proficiency (basic, intermediate, expert)

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**WORK EXPERIENCE**-Begin with your current or most recent employer. Omission of prior employment may be considered falsification of information.

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| Dates Employed (most recent position)From: To:  | [ ] Full time [ ]  Part-timeIf part-time, # hrs./wk:  | Title:  |
| Starting Salary:  | Organization Name and Address:  |
| Final Salary:  |
| Supervisor’s Name, Title and Phone #:  | Other Reference Name, Title and Phone #:  | Contact my current references:[ ]  At any time[ ]  Only with my permission |
| Primary duties:  | Reason for Leaving: |
| Dates Employed (most recent position)From: To   | [ ] Full time [ ]  Part-timeIf part-time, # hrs./wk:  | Title:  |
| Starting Salary:  | Organization Name and Address:  |
| Final Salary:  |
| Supervisor’s Name, Title and Phone #:  | Other Reference Name, Title and Phone #:  | Contact my current references:[ ]  At any time[ ]  Only with my permission |
| Primary duties:  | Reason for Leaving: |

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| Dates Employed (most recent position)From: To:  | [ ] Full time [ ]  Part-timeIf part-time, # hrs./wk:  | Title:  |
| Starting Salary:  | Organization Name and Address:  |
| Final Salary:  |
| Supervisor’s Name, Title and Phone #:  | Other Reference Name, Title and Phone #:  | Contact my current references:[ ]  At any time[ ]  Only with my permission |
| Primary duties:  | Reason for Leaving: |

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| Name of School | City/State | **Did you graduate?** | **If No, # of years left to graduate** | **Degree received** | **Major** |
| High School/GED:  |  | [ ] Yes [ ]  No |  |  |  |
| Other School:  |  | [ ] Yes [ ]  No |  |  |  |
| College:  |  | [ ] Yes [ ]  No |  |  |  |
| College:  |  | [ ] Yes [ ]  No |  |  |  |
| College:  |  | [ ] Yes [ ]  No |  |  |  |
| Other credentials/ licenses/ professional affiliations, etc., which are relevant to the job(s) for which you are applying. |

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| List professional, trade, business or civic activities and offices held.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| Give name, address and telephone number of three professional references.1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Indicate any foreign language you can speak, read, and/or write. |
|  | Fluent | Good | Fair |
| Speak |  |  |  |
| Read |  |  |  |
| Write |  |  |  |

**CONSENT FOR CRIMINAL BACKGROUND HISTORY CHECK
AUTHORIZATION/WAIVER/INDEMNITY**

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_understand that it is the policy of Wise Hope Shelter & Crisis Center that each employee, intern, and volunteer who is to be screened must sign an authorization/waiver/indemnity form, giving approval to Wise Hope Shelter & Crisis Center to perform the criminal background search**. I hereby give my permission to Wise Hope Shelter & Crisis Center to obtain information relating to my criminal history record through established on-line data providers.** The criminal history record, as received from the reporting agencies, may include arrest and conviction data as well as plea bargains and deferred adjudications. I understand that this information will be used, in part, to determine my eligibility for an employment or volunteer position with Wise Hope Shelter & Crisis Center. I also understand that as long as I remain an employee or volunteer here, the criminal history records check may be repeated at any time. I understand that I will have an opportunity to review the criminal history and a procedure is available for clarification, if I dispute the record as received.

I, the undersigned, do, for myself, my heirs, executors and administrators, hereby remise, release and forever discharge and agree to indemnify Wise Hope Shelter & Crisis Center and each of their officers, directors, employees and agents harmless from and against any and all causes of actions, suits, liabilities, costs, debts and sums of money, claims and demands whatsoever and any and all related attorney’s fees, court costs and other expenses resulting from the investigation of my background in connection with my application to become a volunteer, staff member or intern of Wise Hope Shelter & Crisis Center.

Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Social Security No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Driver’s License No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Expiration date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I have attached a photocopy of my driver’s license: [ ] Yes [ ]  No

Other names I have used: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Signature Date**

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

**Witness Signature Date**

**I certify that all the information given on this application is true, correct and complete to the best of my knowledge. I also certify that I have not knowingly withheld any fact or circumstance which would, if disclosed, affect my application unfavorably.**

**Wise Hope is hereby authorized to make any investigation of my educational or background history through any investigative agencies or bureaus of its choice. I release all relevant parties from all liability of any damages resulting from furnishing such information.**

**If chosen as a volunteer by Wise Hope, I agree to abide by its rules and regulations. I understand that discovery of misrepresentation or omission of facts herein will make me ineligible for volunteering or cause for immediate dismissal. I authorize any inquiry to be made on any information contained in this application if I am considered. I agree to furnish additional information as may be required to complete my file. I understand that operating conditions may require me to temporarily work shifts other than the one for which I am applying and I agree to such scheduling change as directed by my supervisor.**

**I have read and reviewed the job description of the position for which I am applying. I understand that I must be capable of performing the essential functions of my position effectively and safely, with or without reasonable accommodations. I also understand that my position may require certain skill criteria in order to perform the essential functions of the job. If requested, I agree to take a skills test in order to qualify for the position for which I am applying.**

**I further understand that this is an application for a volunteer position and that no employment contract, either express or implied, is being offered. I also understand that the position is for an indefinite period and is subject to change in conditions and operating policies.**

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 **Signature Date**

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| **FOR OFFICE USE ONLY**Arrange Interview: [ ]  Yes [ ]  NoInterviewed By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Remarks/Questions: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Interviewed By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Remarks/Questions: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Employed: [ ]  Yes [ ]  No Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Pay Rate: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Executive Director**  |