



Application for Employment

Instructions to Applicant:

- ◆ All questions, requests for information, and items on this application must be fully and completely answered.
- ◆ No blanks may be left on this application.
- ◆ All answers and information provided must be legible.
- ◆ Failure to provide information in connection with a question, to fill in a blank, or to write legibly will result in automatic rejection of this application.

Heartly House is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, nationality, age, disability, marital status, or any other basis prohibited by law

Under Maryland law an employer may not require or demand that any applicant for employment or any employee submit to or take a polygraph, lie detector or similar test or examination as a condition of employment or continued employment (except in the case of law enforcement/corrections personnel or candidate for law enforcement/corrections employment). Any employer who violates this provision is guilty of a misdemeanor and subject to a fine not to exceed \$100. I hereby acknowledge that I have read the foregoing statement.

I certify that this application was completed by me and that all entries on it and information in it are true and complete to the best of my knowledge. I further certify that I have not withheld any facts of information that, if disclosed, could affect my application unfavorably. I understand that deliberate falsification of this information or incomplete information in this application and/or in my interview is grounds for rejection or dismissal in accordance with the policy of Heartly House.

In connection with my application for employment, I authorize you to make investigative background inquiries on me, including job reference checks, consumer credit, criminal convictions, motor vehicle, and other reports. Further, I authorize you to request information from federal, state and other agencies which maintain records concerning my past activities relating to my driving, credit, criminal, civil and other experience. I authorize without reservation, any party or agency contacted by this employer to furnish the above mentioned information. I expressly agree that information from each of these sources may be used by Heartly House in considering this application.

By my signature below, I confirm that I have read and understand each of the certifications, acknowledgements, and consents set forth above.

Name _____

Date _____



POSITION APPLIED FOR _____ SALARY REQUIREMENT _____ DATE AVAILABLE _____

Personal Information

Name: _____
 (Print) Last First Middle Initial

Address: _____
 Number, Street City State Zip Code

Telephone: Home () _____ Other () _____ Social Security No. _____

Email Address: _____

Type of Employment Desired: Full-time _____ Part-time _____ Temporary _____

Are you a citizen of the United States?* Yes _____ No _____ If not, have you received employment authorization from the United States Immigration and Naturalization Service to work in the United States?* Yes _____ No _____

Have you ever been employed by Heartly House before? Yes _____ No _____ If yes: state date and position: _____

Have you ever filed an application with Heartly House before? Yes _____ No _____ If yes: state date and position: _____

Have you ever been convicted of a crime, other than a minor traffic offense? Yes ___ No ___

Are you currently charged with a crime? Yes ___ No ___

Have you ever threatened or committed an act of violence, harassment or discrimination? Yes ___ No ___

If yes to any of the above, please explain _____

Are you able to perform each of the essential functions of the job for which you are applying, with or without accommodation (see job description, if attached)? Yes _____ No _____ (You may be asked to describe or demonstrate how you will be able to perform these functions, with or without accommodation.)

*Appropriate documentation will be required upon offer and acceptance of employment.

Education

Type of School	Name and location of School	Course Studied	Highest Grade Completed	Degree
High School				
College or University				
Other (e.g. trade school)				

Describe any other training, courses of study, or skills acquired: _____

Professional Registrations / Professional Organization Affiliations _____

Employment History

Employer	Dates Employed		Job Title	Supervisor
	From	To	Reason for leaving	
Street Address	Hourly Rate/ Salary			
			Starting	Final
City, State			_____	
Telephone Number () _____				

Employer	Dates Employed		Job Title	Supervisor
	From	To	Reason for leaving	
Street Address	Hourly Rate/ Salary			
			Starting	Final
City, State			_____	
Telephone Number () _____				

Employer	Dates Employed		Job Title	Supervisor
	From	To	Reason for leaving	
Street Address	Hourly Rate/ Salary			
			Starting	Final
City, State			_____	
Telephone Number () _____				

References

Provide three business references from previous jobs (for example, former supervisor) that are not related to you. If you have not worked before, give three other references who can speak to your abilities.

1. _____ () _____
 Name Address Phone
2. _____ () _____
 Name Address Phone
3. _____ () _____
 Name Address Phone

Provide any additional information that would assist us in making our decision about your application (for example, applicant for a clerical position should state typing speed, types of office equipment and/or computer programs used, Volunteer experience)

Supplemental Employment History

This form is to be used if you have worked for more than three employers in the past 10 years. Use additional forms as necessary.

Employer	Dates Employed		Job Title	Supervisor
	From	To		
Street Address			Reason for leaving	
	Hourly Rate/ Salary		Describe your job duties _____ _____	
City, State	Starting	Final		
Telephone Number () _____				

Employer	Dates Employed		Job Title	Supervisor
	From	To		
Street Address			Reason for leaving	
	Hourly Rate/ Salary		Describe your job duties _____ _____	
City, State	Starting	Final		
Telephone Number () _____				

Employer	Dates Employed		Job Title	Supervisor
	From	To		
Street Address			Reason for leaving	
	Hourly Rate/ Salary		Describe your job duties _____ _____	
City, State	Starting	Final		
Telephone Number () _____				

Employer	Dates Employed		Job Title	Supervisor
	From	To		
Street Address			Reason for leaving	
	Hourly Rate/ Salary		Describe your job duties _____ _____	
City, State	Starting	Final		
Telephone Number () _____				