

Applicant Name: \_\_\_\_\_

Today's Date: \_\_\_\_\_

# APPLICATION FOR EMPLOYMENT



## **An EEO Employer**

We do not discriminate on the basis of race, color, religion, national origin, sex, age, disability, or any other status protected by law or regulation. It is our intention that all qualified applicants be given equal opportunity and that selection decisions be based on job-related factors.

**Instructions**

Each question should be fully and accurately answered. **Please Print**, except for signature on back of application. In reading and answering the following questions, be aware that none of the questions are intended to imply illegal preferences or discrimination based upon non-job related information.

**Personal**

Last Name (Please Print)		First	Middle	Are you 18 years or older? <small>(If you are hired you may be required to submit proof of age.)</small>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Present Address	Number and Street		City	State	Zip Code
Telephone No. (Area Code)	Email		U.S. Citizenship or Valid Work Permit <small>(If you are hired you may be required to furnish proof you are eligible to work in the U.S.)</small>		<input type="checkbox"/> Yes <input type="checkbox"/> No

**General**

How were you referred to Sanctuary?		Position Applied For			
Have you ever been employed by Sanctuary or any Affiliate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Location		Date of Employment		
Have you ever applied at Sanctuary before? <input type="checkbox"/> Yes <input type="checkbox"/> No	Location		Approximate Date Month _____ Year _____		
Do you have any relatives working for Sanctuary?			<input type="checkbox"/> Yes <input type="checkbox"/> No		
If employed, do you expect to be engaged in any additional business or employment outside of our job? If yes, give details _____			<input type="checkbox"/> Yes <input type="checkbox"/> No		

**Availability**

Date Available for Work	Salary Expected
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**Education**

Name, Address and Location of School	Number of Years Completed	Did You Graduate?
High School _____		
College or University _____ Major/Degree _____		
College or University _____ Major/Degree _____		
<b>Additional Education and/or Vocational or Technical Training Information</b>		
School _____		

**Special Skills**

What skills or additional training do you have that are related to the job for which you are applying? \_\_\_\_\_

**List professional, trade, business or civic activities and offices held.**

(Exclude labor organizations and memberships which reveal race, color, religion, national origin, sex, age, disability, or other protected status.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Work History

List names of last four employers in consecutive order with present or last employer listed first. Account for all periods of time including military service and any periods of unemployment. If self-employed, give firm name and supply business references. Please give month and year.

Note: A job offer may be contingent upon acceptable references from current and former employers.

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

Name of Employer		Name of Last Supervisor	
Address	City	State	Zip
Telephone No. (Area Code)	Title	Employed from:	To:
Reason for leaving		Starting Salary:	Final Salary:
Duties (Be specific in regard to supervisory, technical or financial duties, etc.)			

Name of Employer		Name of Last Supervisor	
Address	City	State	Zip
Telephone No. (Area Code)	Title	Employed from:	To:
Reason for leaving		Starting Salary:	Final Salary:
Duties (Be specific in regard to supervisory, technical or financial duties, etc.)			

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Telephone No. (Area Code)	Title	Employed from:	To:
Reason for leaving		Starting Salary:	Final Salary:
Duties (Be specific in regard to supervisory, technical or financial duties, etc.)			

### References

Name	Address	Phone	Occupation
1.			
2.			
3.			

**Affidavit**

I certify that all information provided in this employment application is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my dismissal if discovered at a later date.

I authorize the investigation of any or all statements contained in this application. I also authorize, whether listed or not, any person, school, current employer, past employers, and organizations to provide relevant information and opinions that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements.

I UNDERSTAND THAT THIS APPLICATION, VERBAL STATEMENTS BY MANAGEMENT, OR SUBSEQUENT EMPLOYMENT DOES NOT CREATE AN EXPRESS OR IMPLIED CONTRACT OF EMPLOYMENT NOR GUARANTEE EMPLOYMENT FOR ANY DEFINITE PERIOD OF TIME. ONLY THE CHAIRMAN OR CEO OF THE ORGANIZATION HAS THE AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD AND SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY THE CHAIRMAN OR CEO AND THE EMPLOYEE. IF EMPLOYED, I UNDERSTAND THAT I HAVE BEEN HIRED AT THE WILL OF THE EMPLOYER AND MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME, WITH OR WITHOUT REASON AND WITH OR WITHOUT NOTICE.

I have read, understand, and by my signature consent to these statements.

Signature \_\_\_\_\_

Date \_\_\_\_\_

