



Application for Employment

This application will remain active for 60 days from the date of application

Applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, or disability, or other classification protected by applicable law.

Date: _____ Name: _____
Last First Middle

Address: _____
Number Street City State Zip

Phone: (____) _____ Social Security No.: _____

Business Address: _____ Business Phone: (____) _____

Are you a United States citizen or otherwise authorized to work in the United States on an unrestricted basis? _____ Yes _____ No

State age if under 18: _____ Are you a student? _____ Are you currently employed? _____

If so, may we contact your present employer? _____

How did you hear about Greenwood House? _____

Position(s) applied for: _____

Would you work: Regular Full-Time _____ Temporary Full-Time _____
 Regular Part-Time _____ Temporary Part-Time _____
 Summer _____

Are you on a lay-off and subject to recall? _____ Yes _____ No

Can you travel if a job requires it? _____ Yes _____ No

Specify days and hours available: _____

Were you previously employed by Greenwood House? _____ If yes, when? _____

Have you ever applied for a position with Greenwood House? _____ If yes, when? _____

If you are offered a job, on what date will you be available for work? _____

List friends or relatives presently working for Greenwood House: _____

List professional, trade, business or civic organizations to which you belong

(You may exclude groups which indicate race, color, religion, sex, national origin, age, marital or veteran status, or disability, or other classification protected by applicable law):

Give name, address, and phone number of three references not related to you:

(1) _____

(2) _____

(3) _____

Are you able to perform the essential functions of the job for which you are applying with or without accommodation? ____ Yes ____ No

If an accommodation is necessary, please state the accommodation needed: _____

Employment Experience

List each job held. Start with your present or last job. Include military service assignments, including the particular branch you have served in, and volunteer activities. (You may exclude groups which indicate race, color, religion, sex, national origin, age, marital or veteran status, or disability, or other classification protected by applicable law). Note: a dishonorable or general discharge from military service is not an absolute bar to employment, and other factors will affect a final hiring decision.

Employer:	Dates Worked: From: To:	Hourly Rate/Salary:
Supervisor's Name:	Phone:	Job Title:
Work Performed:		
Reason for Leaving:		

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Work Performed:		
Reason for Leaving:		

Summarize special skills and qualifications from employment or other experience: _____

Record of Education

School	Address of School	Course of Study	Years Completed	List Degree
Elementary			5 6 7 8	
High			1 2 3 4	
College			1 2 3 4	
Other (Specify)			1 2 3 4	

Honors received: _____

Agreement

If I am employed, in consideration thereof, I agree to conform to the rules and regulations of Greenwood House and I recognize, understand and agree that my employment and compensation can be terminated with or without cause and with or without notice, at any time, at the option of Greenwood House. I understand that no one other than the Executive Director of Greenwood House has the authority to enter into any agreement for employment for any specified period of time, or to make any arrangements contrary to the foregoing and that any such agreement must be in writing and signed by the President of Greenwood House.

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I authorize the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result. I also agree to permit Greenwood House to conduct substance abuse tests and any other background investigative procedures it deems appropriate with respect to my application, and in the event of hire, while employed.

In the event of employment, I understand that false, incomplete or misleading information given in my application or interview(s) may result in discharge. I also understand and agree that employment is subject to my taking a physical examination from my personal physician, and that in his/her opinion I must be physically and mentally able to perform the work for which I am applying or being considered, with or without reasonable accommodation. I understand, also, that I am required to abide by all rules and regulations of Greenwood House.

Signature of Applicant

Date