

Raintree Friends Housing, INC

Application for Employment at Raintree Square

Our policy is to provide equal employment opportunity to all qualified persons without regard to race, creed, color, religious belief, sex, age, national origin, ancestry, physical or mental disability, or veteran status.

Date _____

Personal

Last name _____ First name _____ Middle name _____

Street Address _____

City _____ State _____ ZIP _____

Telephone _____ Email address _____

Are you over 18 years of age? Yes No

Are you a U.S. citizen or otherwise authorized to work in the U.S. on an unrestricted basis? (You may be required to provide documentation.) Yes No

Have you ever been convicted of a violation of the law other than a minor traffic violation? Yes No

(Answering yes will not automatically bar you from obtaining a position.)

If yes, please explain _____

Employment

Are you looking for Full-time or Part-time employment?

Position applied for _____

Date you can start _____

How did you hear of this opening? _____

Desired salary _____

What hours are you available? _____

Are you willing to work evenings? Yes No

Are you willing to work nights? Yes No

Are you willing to work weekends? Yes No

Please list applicable skills and training _____

Education

	School Name and Location	Major	Degree
High School	_____	_____	_____
College	_____	_____	_____
Other Training	_____	_____	_____

Employment History

(Start with most recent employer)

1. Company Name _____
Address _____ Telephone _____
Date Started _____ Date Ended _____ Ending Wage _____ Ending Position _____
Name of Supervisor _____ Phone: _____
May we contact? Yes No
Responsibilities _____
Reason for leaving _____

2. Company Name _____
Address _____ Telephone _____
Date Started _____ Date Ended _____ Ending Wage _____ Ending Position _____
Name of Supervisor _____ Phone: _____
May we contact? Yes No
Responsibilities _____
Reason for leaving _____

References

List three personal references, not related to you, who have known you for more than one year.

1. Name _____ Phone _____ Years Known _____
Address _____

2. Name _____ Phone _____ Years Known _____
Address _____

3. Name _____ Phone _____ Years Known _____
Address _____

U.S. Military Service

Branch _____

Highest Rank Achieved _____

Dates of Service _____ to _____

Duties _____

In Case of Emergency Notify:

Name _____

Address _____

Telephone _____

Relationship _____

Certification and Authorization

Please Read Before Signing:

I certify that all facts contained in this application are true and complete, and I acknowledge that the company is relying on the accuracy of the information provided. I authorize the company to verify the accuracy of the information provided herein, and I authorize former employers, educational institutions and credit agencies to release information concerning me to the company. I also authorize the company to give references and provide information about me in response to inquiries subsequent to my employment, if hired. I understand that falsification, misrepresentation or omission of requested facts may result in denial of employment, or if employed, may result in immediate dismissal. I understand and agree that, if hired, my employment will be for no definite period, and may, regardless of the date of payment of wages, be terminated at any time without previous notice, and with or without reason, at the will of either myself or the company. I also understand and agree that no one has authority to promise me job security and/or continued employment, except the Administrator of Raintree Square, and if so, this would be in a formal written agreement signed by myself and the Administrator.

Signature _____ Date _____