



Application for Employment

Applying for: Full Time [] Part Time [] Seasonal [] Position Title: _____

All statements and questions are to be completed; the answers will be confidential.

1. PERSONAL INFORMATION

Your name in full _____

Your address _____

LAST
FIRST
INITIAL

STREET
CITY
STATE
ZIP

Social Security Number _____ Home phone number _____

Other phone numbers where you could be reached _____

2. WORK EXPERIENCE

Give your full employment record - start with your current or most recent employment: (We will assume we have your permission to contact these firms unless you indicate to the contrary.)

| NAME AND ADDRESS OF PREVIOUS EMPLOYER | PERIOD OF EMPLOYMENT (Month - Year) | COMPLETE THE FOLLOWING | REASON FOR LEAVING |
|---------------------------------------|-------------------------------------|------------------------|--------------------|
| FIRM | FROM | KIND OF BUSINESS | |
| ADDRESS | TO | POSITION | |
| CITY | PHONE | SUPV's NAME | SALARY |

| NAME AND ADDRESS OF PREVIOUS EMPLOYER | PERIOD OF EMPLOYMENT (Month - Year) | COMPLETE THE FOLLOWING | REASON FOR LEAVING |
|---------------------------------------|-------------------------------------|------------------------|--------------------|
| FIRM | FROM | KIND OF BUSINESS | |
| ADDRESS | TO | POSITION | |
| CITY | PHONE | SUPV's NAME | SALARY |

Previous Employers – Continued

| NAME AND ADDRESS OF PREVIOUS EMPLOYER | PERIOD OF EMPLOYMENT (Month - Year) | COMPLETE THE FOLLOWING | REASON FOR LEAVING |
|---------------------------------------|-------------------------------------|------------------------|--------------------|
| FIRM | FROM | KIND OF BUSINESS | |
| ADDRESS | TO | POSITION | |
| CITY | PHONE | SUPV's NAME | |

3. EDUCATION AND SKILLS

Give record of all High Schools, Colleges, Universities and Special Schools you have attended.

| NAME OF SCHOOL | ADDRESS OF SCHOOL | GRADE COMPLETED OR DEGREE(s) | SUBJECTS STUDIED OR MAJOR |
|----------------|-------------------|------------------------------|---------------------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Have you taken any certification courses, such as First Aid, CPR, others? Yes No

If Yes, please specify _____

5. REFERENCES (Other than previously listed).

Give the names and addresses of persons who know you (not relatives). (We will assume we have your permission to contact these people unless you indicate to the contrary.)

| | | |
|--|--|--|
| Name _____ Address _____ _____ | Name _____ Address _____ _____ | Name _____ Address _____ _____ |
| Phone # _____ Business or Position _____ Years Known _____ | Phone # _____ Business or Position _____ Years Known _____ | Phone # _____ Business or Position _____ Years Known _____ |

6. EMPLOYMENT DESIRED

Position being applied for? _____ When can you report to work? _____

If you are presently employed, may we contact your current employer? Yes No

What salary do you expect (approximate)? _____

Have you ever been employed by HomeFront or its affiliates before? Yes No

If Yes, please complete the following:

Dates employed _____ to _____

Department _____ Supervisor _____

Reason for termination of employment _____

How did you learn of this opportunity? _____

PLEASE READ VERY CAREFULLY

In making this application for employment an investigative report may be prepared whereby information is obtained through consumer reporting agencies and personal interviews with your former employers, personal references and other acquaintances. Such an inquiry would include information as to character, general reputation, personal characteristics and mode of living. You have the right to make a written request within a reasonable period of time to receive additional detailed information about the nature and scope of this investigation.

I authorize you to communicate with persons listed as references, former employers, and any others with whom you desire to check. I agree to hold such persons harmless with respect to any information they may give about me.

If employed, I agree to engage in no outside activity which would involve a material conflict of interest with, or which could reflect adversely on HomeFront. I understand this decision is to rest with HomeFront. If employed, I agree to hold in strictest confidence any information concerning HomeFront, its clients and its donors that may come to my knowledge.

In consideration of my employment, if I am employed, I agree to conform to the employment policies of the HomeFront, and I understand that my employment and compensation can be terminated, with or without notice, at any time, at the option of either the Company or myself. I understand that no representative of HomeFront, other than the Executive Director, has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing.

I understand that completion of this Application for Employment does not guarantee that I have been employed by HomeFront.

I hereby affirm that my answers to these statements and questions are true and correct to the best of my knowledge. I have not knowingly withheld any fact or circumstance that would, if disclosed, affect my application unfavorably.

I understand that any misrepresentation, deception, or false statement made in this Employment Application may result in my not being considered for employment, and if not discovered by HomeFront until after my becoming employed, is grounds for, and may result in, my immediate termination.

I understand that the Company requires the successful completion of a urinalysis for drug testing purposes and a criminal background check as a condition of employment. By submitting this Application for Employment, I hereby consent.

SIGNED _____ **DATE** _____