



APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION

Last Name	First	Initial	Date
Street Address		Apt. #	Home Phone
City	State	Zip	Mobile Phone

EMPLOYMENT DESIRED

Position applied for	Expected Salary
Employment Desired <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Seasonal	When can you report to work?
Have you ever been employed by HomeFront before?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please complete the following:	
Employed from:	Until:
Department	Supervisor
Reason for termination	Job Title

How did you hear about this opportunity? _____

REFERENCES

Must list (2) professional and (1) character/personal reference **(Do Not List any HomeFront employees)**. We will assume we have your permission to contact these people unless you indicate to the contrary.

Name	Occupation	Years Known
Address		Phone #
Name	Occupation	Years Known
Address		Phone #
Name	Occupation	Years Known
Address		Phone #



EMPLOYMENT HISTORY

All information **must** be completed. You may attach a resume, but not in place of completing the required information.

Employer Name	Street Address	City, State & Zip
Supervisor Name		Supervisor Phone #
Employed From	Employed Until	
Job Title	Reason for Leaving	
Duties & Responsibilities		

Employer Name	Street Address	City, State & Zip
Supervisor Name		Supervisor Phone #
Employed From	Employed Until	
Job Title	Reason for Leaving	
Duties & Responsibilities		

Employer Name	Street Address	City, State & Zip
Supervisor Name		Supervisor Phone #
Employed From	Employed Until	
Job Title	Reason for Leaving	
Duties & Responsibilities		

EDUCATION

School Name	Address	Grade Completed or Degree(s)	Subjects Studied or Major

Have you taken any certification courses, such as First Aid, CPR, other? Yes No
 If yes, please specify _____



PLEASE READ VERY CAREFULLY

In making this application for employment an investigative report may be prepared whereby information is obtained through the 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 HomeFront, and I understand that my employment 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 my 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** _____