Poverello House of Tucson

EMPLOYMENT APPLICATION

Nondiscrimination In Employment

The Poverello House of Tucson complies with all laws concerning nondiscrimination in employment. We do not unlawfully discriminate on the basis of race, sex, national origin, age, unfavorable discharge from military service, arrest record, mental or physical disability unrelated to the ability to perform the duties of a position. It is our policy to offer reasonable accommodation for the special needs of otherwise qualified individuals. Acceptance of this application does not constitute a contract nor is it a commitment to the applicant for employment.

Personal Information

First Name _____

Last Name _____

Preferred Name _____

Current Address

Present Street Address _____

City _____ State _____ Zip/Postal Code _____ Country _____

Mailing Address if Different from above:

Street Address _____

City _____ State_____ Zip/Postal Code_____

Permanent Address (if different from present address)

Street Address _____

City _____ State _____ Zip/Postal Code _____

Contact Information

Email _____

Home Phone _____

Cell Phone _____

General Information

I am a U.S. citizen or legally authorized to work in the U.S. Yes_____ No _____

I am interested in: Full-time employment _____ Part-time employment _____

Date available for work: _____ Pay expected: _____

Education/Training

High School Name _____

City and State _____

College Name_____

Diploma? Yes ____ No _____ Number of years/credit hours _____

Other Training/School Name_____

City and State _____

Number of years/credit hours _____

Degree Received _____

Employment History

Please list all present and former employment beginning with present or most recent position first. Include all other names you have worked under if different than the name you are using on this application form. (Use the back of this form for list)

Current or Most Recent Employer

Employer Name _____

Weekly Salary Start _____ Weekly Salary End _____

Company Phone _____

Duties _____

_____

Employer Address _____

_____

Employed From _____ To _____

Reason for Leaving _____

Position Title _____

References

1st Reference

Name _____

Title _____

Phone _____

Address _____

2nd Reference

Name_____

Title_____

Phone _____

Address _____

IMPORTANT — THIS SECTION MUST BE COMPLETED

Has a civil or a criminal complaint ever been filed against you that alleged sexual misconduct or child abuse by you or your participation in or facilitation of such activities (including internal complaints or allegations reported to management or supervisors at places of employment)?

Yes_____ N0_____

If yes, explain. Provide the date, nature, and place of the incident leading to the complaint; where the complaint was filed; disposition of the complaint; and identify, by name and title, the person(s) who investigated the complaint.

Do you presently serve, or have served, as a volunteer for any organization, entity or group in which you had substantial contact with children or vulnerable populations (such as elderly, mentally or emotionally disabled, etc.)?

Yes_____ N0_____

If yes, provide the name and phone number of the organization, period of volunteer service, supervisor's name and briefly describe your activities and/or duties.

Have you ever chosen not to renew or continue any employment or volunteer service, had your employment or volunteer service terminated, or been subject to any disciplinary action for reasons relating to allegations of sexual misconduct, child abuse, or other misconduct?

Yes_____ N0_____

If yes, explain. Provide the date, nature, and place of the occurrence(s) or allegation(s) and the disposition of the matters. Provide name, address, and phone of employer/supervisor at the time.

Have you ever been convicted of a crime (felony or misdemeanor) other than a minor traffic violation?

Yes_____ N0_____

If yes, explain. Provide a full disclosure of the crime for which you were convicted including the date and place of the conviction. (Use bottom of form to answer if needed)

Applicant's Statement

IMPORTANT: For your application to be considered, you must sign below to indicate that you have read and understood the following statement:

The information I have provided in this application is true, accurate and complete. If employed, any misstatement or omission of fact on this application may result in the termination of my employment. I grant permission to check on my background and references and I release the Poverello House of Tucson and my specific workplace from any and all resultant liability. If employed, I will abide by the Poverello House of Tucson Code of Conduct, Policies and Procedures and Safety Guidelines. I understand that acceptance of an offer of employment does not create a contractual obligation upon the Poverello House of Tucson to continue to employ me in the future. Upon termination of my employment, I understand that the release of reference information by the Poverello House of Tucson will be that of dates of employment, compensation at time of termination and title of position held.

I further understand that all persons seeking employment must pass a background check and may be fingerprinted as part of the background check.

I will be required to furnish proof of identity and my ability to work legally in the U.S. once a conditional job offer has been made. I understand that if hired my employment is subject to "employment at will," which means my employment can be terminated at any time, with or without reason.

I have read and agree to this statement of terms.

Applicant Signature _____

Date _____