

Gardner-Simmons Home for Girls, Inc. Employment Application

Rev. 12/2007

Personal Information

Name (Last, First, MI, Maiden)

Street address

City, State, Zip

Home phone number

Work phone number

Fax number

E-mail address

Social security number

Driver's license number/state/expiration

Employment Desired

Position applied for

How did you hear about this position?

Date available for work

Education

	Name and Address of School	Course of Study	Total Years of Study	Degree/Diploma
High School				
Undergraduate College				
Graduate/Professional				
Other (Specify)				

List any seminars, classes or other education not listed above which may help qualify you for this position (if you need additional space, please use page 7):

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Last Name, First Initial:

Today's Date:

Employment Application

Employment History

List below all present and past employers over the past ten years, starting with your **most recent** employer. Account for all periods of unemployment. You must complete this section even if attaching a resume. May we contact your current employer? YES NO

1.	Employer (current <input type="checkbox"/> Yes <input type="checkbox"/> No)		Start Date	End Date	Essential job functions of final position
	Address				1.
	City, State, Zip		Starting Salary	Ending Salary	2.
	Phone number				3.
	Fax number	Supervisor(s)			4.
	Job position(s)		E-mail address of supervisor		
	Reason(s) for leaving				
	What value did you add to this company or its customers?				

2.	Employer		Start Date	End Date	Essential job functions of final position
	Address				1.
	City, State, Zip		Starting Salary	Ending Salary	2.
	Phone number				3.
	Fax number	Supervisor(s)			4.
	Job position(s)		E-mail address of supervisor		
	Reason(s) for leaving				
	What value did you add to this company or its customers?				

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Employment Application

Employment History

3.	Employer	Start Date	End Date	Essential job functions of final position	
	Address			1.	
	City, State, Zip		Starting Salary	Ending Salary	2.
	Phone number				3.
	Fax number	Supervisor(s)		4.	
	Job position(s)	E-mail address of supervisor			
	Reason(s) for leaving				
What value did you add to this company or its customers?					
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4.	Employer	Start Date	End Date	Essential job functions of final position	
	Address			1.	
	City, State, Zip		Starting Salary	Ending Salary	2.
	Phone number				3.
	Fax number	Supervisor(s)		4.	
	Job position(s)	E-mail address of supervisor			
	Reason(s) for leaving				
What value did you add to this company or its customers?					
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Employment Application

Employment History

5.	Employer	Start Date	End Date	Essential job functions of final position	
	Address			1.	
	City, State, Zip		Starting Salary	Ending Salary	2.
	Phone number				3.
	Fax number	Supervisor		4.	
	Job position(s)	E-mail address of supervisor			
	Reason(s) for leaving				
	What value did you add to this company or its customers?				
6.	Employer	Start Date	End Date	Essential job functions of final position	
	Address			1.	
	City, State, Zip		Starting Salary	Ending Salary	2.
	Phone number				3.
	Fax number	Supervisor		4.	
	Job position(s)	E-mail address of supervisor			
	Reason(s) for leaving				
	What value did you add to this company or its customers?				

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Employment Application

Additional Information

List any professional, trade, business or civic activities and offices held. You may exclude membership that would reveal gender, race, religion, national origin, ancestry, age, disability or any other protected status.

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List any languages other than English that you can speak, read or write that could be of benefit to the position applied for:

	Fluent	Good	Fair
Speak			
Read			
Write			

Identify formal job training that relates to this position:

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Identify what skills or certification you possess related to this position:

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If you are hired, what value would you add to Gardner-Simmons Home for Girls, Inc.?

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Describe what you believe are the most unique features of your work history:

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Employment Application

Additional Information

Are you currently employed? Yes No

May we contact your employer? Yes No

Are you currently on "lay off" status and subject to recall? Yes No

If you are under 18 years of age, can you provide proof of your eligibility to work? Yes No

If hired, can you provide proof of U.S. citizenship or proof of your legal right to work in the U.S.? Yes No

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

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If hired, are there any accommodations Gardner-Simmons Home for Girls, Inc. would need to provide so that you can perform all those essential functions and duties of the position being applied for? Yes No

If Yes, please explain:

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Driving is a requirement of the position applied for, have you in the last 7 years been convicted of Driving Under the Influence "(DUI)"? Yes No N/A

If hired, do you have a reliable means of transportation to and from work? Yes No

If hired, would you be able to travel or work overtime as needed? Yes No

Have you ever been convicted of a felony or misdemeanor? Yes No

If Yes, please explain:

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Employment Application

References

List below four persons not related to you who have knowledge of your work performance within the last 5 years

Name		Occupation
Address		
Telephone	E-mail	Relationship & years acquainted
Name		Occupation
Address		
Telephone	E-mail	Relationship & years acquainted
Name		Occupation
Address		
Telephone	E-mail	Relationship & years acquainted
Name		Occupation
Address		
Telephone	E-mail	Relationship & years acquainted
Additional Space		
Additional space provided to expand on any points or questions asked previously in this application		

PLEASE USE ADDITIONAL PAPER IF NECESSARY

Employment Application

Please read each statement closely and initial each acknowledging your understanding

_____ **Gardner-Simmons Home for Girls, Inc. Obligation**

I understand and agree that acceptance of this job application does not mean that a position for which I am qualified is open (unless specifically posted) or that Gardner-Simmons Home for Girls, Inc. has agreed to hire me. I understand that Gardner-Simmons Home for Girls, Inc. is under no obligation to hire me as the result of accepting this completed application.

_____ **Complete and Accurate Information**

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I have personally completed this application. I understand that any omission or misstatement of material fact on this application, or any other document used to secure employment, shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

I HAVE READ AND UNDERSTAND THE ABOVE STATEMENTS

Signature

Date

