



Employment Application

Equal Opportunity Employer

Halom House Inc. Employment Application

PERSONAL INFORMATION:

Name (First, Middle Initial, Last): _____

Current Address: _____

City: _____ State: _____ Zip: _____

Home #: _____ Cell #: _____

Email Address: _____

Have you been a resident of Ohio for previous 5 years? YES NO

If NO please list city/state of residence for previous five years:

What is your availability?

Full time: _____ Part Time: _____ Substitute: _____

Please indicate HOURS and DAYS of availability:

7a.m.-3p.m. _____ 3p.m.-12mid _____ 12mid-7a.m. _____ All Hours _____

Monday-Friday _____ Saturday _____ Sunday _____ All Days _____

Do you possess VALID driver's license? YES NO

Do you have reliable transportation? YES NO

Do you have CURRENT Liability Auto Insurance? YES NO

Would you be willing to take Public Transport to work in an emergency? YES NO

During the past 10 years have you been charged with a DUI? YES NO

Have you ever been convicted of a crime? YES NO

What type of training do you have working with individuals with disabilities?

Explain: _____

**Halom House Inc.
Employment Application**

Are you certified in CPR/FA? Yes No Expiration Date _____

Are you certified in Medication Administration? Yes No Expiration Date _____

Are you certified in Provider Training? Yes No Expiration Date _____

Do you know American Sign Language? Yes No

Do you have a special skill or hobby that is pertinent to working at Halom House? Yes No

If yes, please explain _____

Do you have any physical limitations that would require special modifications to be made for you to perform the job you are applying for? Yes No

If yes, please explain _____

Education:

Do you have a high school or GED? Yes No Year Graduated _____

High School: _____

Note: Upon offer of employment, you will need to provide proof of High School diploma or successful completion of GED program.

Do you have a College degree? Yes No Major _____ Minor _____

College Attended _____

References: (Non-Relative Member)

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

Halom House Inc. Employment Application

Current Employment:

Company Name: _____

Address: _____

Company Phone Number: _____ Fax Number: _____

Dates of Employment: From _____ To _____

Job Title: _____ Salary/Hourly Rate of Pay: \$ _____

Supervisor Name: _____

Describe your job and experience with this company? _____

Reason for leaving: _____

What would your supervisor say about your work ethic? _____

Will this company rehire you? Yes No

Did you have attendance issues while employed? Yes No

How would you rate your experience working for this company?

____ Excellent ____ Satisfactory ____ Poor

**Halom House Inc.
Employment Application**

Previous Employment:

(Please list your past employees from most recent to least recent)

Company Name: _____

Dates of Employment: From _____ To _____

Address: _____

Company Phone Number: _____ Fax Number: _____

Supervisor Name & Email Address: _____

Job Title: _____ Salary/Hourly Rate of Pay: \$ _____

Describe your job and experience with this company? _____

Reason for leaving: _____

What would your supervisor say about your work ethic? _____

Will this company rehire you? Yes No

Did you have attendance issues while employed? Yes No

How would you rate your experience working for this company?

_____ Excellent _____ Satisfactory _____ Poor

**Halom House Inc.
Employment Application**

Previous Employment:

(Please list your past employees from most recent to least recent)

Company Name: _____

Dates of Employment: From _____ To _____

Address: _____

Company Phone Number: _____ Fax Number: _____

Supervisor Name & Email Address: _____

Job Title: _____ Salary/Hourly Rate of Pay: \$ _____

Describe your job and experience with this company? _____

Reason for leaving: _____

What would your supervisor say about your work ethic? _____

Will this company rehire you? Yes No

Did you have attendance issues while employed? Yes No

How would you rate your experience working for this company?

_____Excellent _____Satisfactory _____Poor

Halom House Inc. Employment Application

PLEASE READ CAREFULLY AND INITIAL EACH PARAGRAPH.

By my signature and initials placed below, I **SWEAR** that the information provided in this employment application (and accompanying resume if any) is true and complete. I understand that any false information or significant omissions of facts may disqualify me from further consideration for employment and may be justification for my termination from employment if discovered at a later date. _____ **INITIALS**

If hired, I agree to immediately notify my supervisor within fourteen calendar days if I should be formally charged, convicted of, or plead guilty **of any crime** while employed with Halom House Inc... _____ **INITIALS**

I give permission to Halom House Inc. to request at any time a complete physical exam which could include a drug screening and x-rays. I consent to release to Halom House Inc. all medical information as may be deemed necessary by Halom House Inc. in judging my capabilities to do the work which I am applying for and/or have been hired to do. _____ **INITIALS**

I give permission to Halom House Inc. to request at anytime a complete psychological exam and I consent to release to Halom House Inc. all psychological information as may deemed necessary by Halom House Inc. in judging my capability to do the work which I am applying and/or have been hired to do. _____ **INITIALS**

I authorize the investigation of all statements contained in this application. I also authorize Halom House Inc. to contact my present and past employers and listed references. I understand that Halom House Inc. may request and investigate consumer reports, workers comp claims, and any other information as to my character, reputation, personal characteristics, and mode of living. I also understand that under the Federal Fair Credit Reporting Act, I have the right to make written request to Halom House Inc. within a reasonable time for the disclosure of the name and address of the consumer reporting agency used to investigate so that you may obtain a complete disclosure of the nature and scope of the investigation. _____ **INITIALS**

I authorize any persons, schools, current employers, organizations named in this application to provide Halom House Inc. with any relevant and factual information and opinion that may be useful to Halom House Inc. in making a hiring decision. I release such persons etc from any legal liability in making such statements. _____ **INITIALS**

Halom House Inc. Employment Application

I understand that this application does not, by itself, create a contract of employment. I understand and agree that if hired, my employment with Halom House Inc. is for no definite period of time and may, regardless of date of my wages/salary, be terminated at any time. I understand that no person is authorized to change any of the terms mentioned in this application except for the Executive Director and/or Halom House Inc. Board of Director Designee. _____ **INITIALS**

I understand that if hired, I will be placed in a position of responsibility for people with disabilities. I will always keep their health and safety as my main concern during the time that I am supervising these individuals. I understand that I must arrive to work on time, for all shifts. To do otherwise, I would be jeopardizing the health and safety of the individuals I work with and risk termination of my employment with Halom House Inc.. _____ **INITIALS**

I hereby declare the information provided by me in this application for employment to be true, correct, and complete to the best of my knowledge. I understand that if employed by Halom House Inc. any misstatement or omission of fact on this application shall be considered cause for termination.

Applicant Signature

Date