



APPLICATION FOR EMPLOYMENT

APPLICATION DATE: _____

PERSONAL INFORMATION

Name: _____
Last First Middle

Address: _____
Street Apt # City State Zip Code

Telephone #: () _____ Email: _____

GENERAL INFORMATION

Position applying for? _____ How did you hear about HomeFirst? _____

Are you a former employee of HomeFirst? Yes No If yes, in which program(s) did you work? _____

Are you a current or former client of HomeFirst or a current or former tenant in a property owned or managed by HomeFirst? Y No

If you are under 18 years of age, do you have a work permit? Yes No

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

Are there any hours, shifts, or days of the week that you cannot work? If yes, please list: _____

Are you legally eligible for employment in the USA? Y N

If hired, verification will be required within 3 days employment

EDUCATION and TRAINING

High School _____ Diploma/Major _____ Graduate **Yes/No**
Name and Location of School

College/Univ _____ Diploma/Major _____ Graduate **Yes/No**
Or Technical *Name and Location of School*

WORK HISTORY

Present or Most Recent Employer _____ Telephone # () _____

Address of Employer _____ Name of Supervisor _____

Date Started _____ Date Left _____

Description of Duties

Reason for Leaving _____

Previous Employer _____ Telephone # () _____

Address of Employer _____ Name of Supervisor _____

Date Started _____ Date Left _____

Description of Duties

Reason for Leaving _____

Previous Employer _____ Telephone # () _____

Address of Employer _____ Name of Supervisor _____

Date Started _____ Date Left _____

Description of Duties

Reason for Leaving _____

References: *List below two persons other than friends or relatives who have knowledge of your work experience.*

Name

Phone #

Relationship to You

Name

Phone #

Relationship to You

Applicant's Certification and Agreement

I understand that any false, misleading, or omitted statements can disqualify me from further consideration and may result in termination if discovered at a later time.

_____ (Initial)

I authorize a thorough investigation of my prior employment, criminal records, and other matters in order to assess my suitability for employment. I agree to fully cooperate in such investigation, and release from all liability or responsibility all persons requesting or supplying such information.

_____ (Initial)

I understand and expressly agree that if employed by HomeFirst, storage areas provided for me (locker, desk, etc.) are open to investigation without prior notice to me. I have carefully read all the above and I voluntarily grant the above release. I understand that employment is conditional based on investigation results. _____ (Initial)

I understand that employment is contingent on supplying of documents for employment eligibility verification and completion of reference and background check.

Applicant's Signature _____ Date _____

HomeFirst is an Equal Opportunity Employer

It is our policy to provide equal employment opportunities to all qualified persons without regard to race, sex, age, color, religion, national origin, ancestry, marital status, disability as defined by law, sexual orientation, or any other basis protected by law.

*Once you have filled out your application, please save and email your attachment to:
Gloria Zamora at Gzamora@homefirstscc.org or Naya Kaur at NKaur@homefirstsccc.org*

