

Please print all information requested except signature

Harris House

Application for Employment



**APPLICANTS MAY BE TESTED FOR ILLEGAL DRUGS AND
ARE SUBJECT TO CRIMINAL BACKGROUND INVESTIGATION**

PLEASE COMPLETE PAGES 1-6.

DATE _____

Name _____
Last First Middle (Maiden)

Present address _____
Number Street City State Zip

How long _____

Home Phone (____) _____

Cell Phone (____) _____

Position applied for (1) _____
and salary desired (2) _____
(Be specific)

Days/hours available to work

No Prefer ____ Thur ____
Mon ____ Fri ____
Tue ____ Sat ____
Wed ____ Sun ____

How many hours can you work weekly? ____ Can you work nights? ____ Can you work overnights? ____

Employment desired ☐ FULL-TIME ONLY ☐ PART-TIME ONLY ☐ FULL- OR PART-TIME

When available for work? _____

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION (Complete mailing address)	NUMBER OF YEARS COMPLETED	MAJOR & DEGREE
High School	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
College	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
Bus./Trade/Prof. School	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____

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HAVE YOU EVER BEEN CONVICTED OF A CRIME? ☐ NO ☐ YES

If YES, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation. _____

DO YOU HAVE A DRIVER'S LICENSE? ☐ YES ☐ NO

What is your means of transportation to work? _____

Have you had any accidents during the past three years? How many? _____

Have you had any moving violations during the past three years? How Many? _____

An application sometimes makes it difficult for an individual to adequately summarize a complete background. Use the space provided to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying.

MILITARY

HAVE YOU EVER BEEN IN THE ARMED FORCES? ☐ YES ☐ NO

ARE YOU NOW A MEMBER OF THE NATIONAL GUARD? ☐ YES ☐ NO

Specialty _____ Date Entered _____ Discharge Date _____

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Work Experience

Please list your work experience for the **past ten years** beginning with your most recent job held. If you were self-employed, give firm name. **Attach additional sheets if necessary.**

Name of Employer _____	Name of last supervisor _____	Employment dates From _____ To _____	Pay or salary Start \$ _____ Final \$ _____
Address _____	_____	_____	_____
City, State, Zip Code _____	_____	_____	_____
Phone number _____	_____	_____	_____

Your last job title _____

Reason for leaving (be specific) _____

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

Name of Employer _____	Name of last supervisor _____	Employment dates From _____ To _____	Pay or salary Start \$ _____ Final \$ _____
Address _____	_____	_____	_____
City, State, Zip Code _____	_____	_____	_____
Phone number _____	_____	_____	_____

Your last job title _____

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Reason for leaving (be specific) _____

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

Name of Employer _____

Name of last supervisor _____

Employment dates

Pay or salary

Address _____

From _____

Start \$ _____

City, State, Zip Code _____

To _____

Final \$ _____

Phone number _____

Your last job title _____

Reason for leaving (be specific) _____

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Name of Employer _____	Name of last supervisor _____	Employment dates From _____ To _____	Pay or salary Start \$ _____ Final \$ _____
Address _____			
City, State, Zip Code _____			
Phone number _____			
Your last job title _____			
Reason for leaving (be specific) _____			

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

How did you hear about Harris House? If it was the internet please list the site name.

May we contact your present employer? ☐ YES ☐ NO

Did you complete this application yourself ☐ YES ☐ NO

If Not, who did? _____

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PLEASE READ CAREFULLY

APPLICATION FORM WAIVER

In exchange for the consideration of my job application by Harris House (hereinafter called "the Company"), I agree that: Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements, and the like as they may exist from time to time, or other Company practices, shall serve to create an actual or implied contract of employment, or to confer any right to remain an employee of Harris House, or otherwise to change in any respect the employment-at-will relationship between it and the undersigned, and that relationship cannot be altered except by a written instrument signed by the President /General Manager of the Company. Both the undersigned and Harris House may end the employment relationship at any time, without specified notice or reason. If employed, I understand that the Company may unilaterally change or revise their benefits, policies and procedures and such changes may include reduction in benefits.

I authorize investigation of all statements contained in this application. I understand that the misrepresentation or omission of facts called for is cause for dismissal at any time without any previous notice. I hereby give the Company permission to contact schools, previous employers (unless otherwise indicated), references, and others, and hereby release the Company from any liability as a result of such contract.

I also understand that (1) the Company has a criminal background check, and a drug and alcohol policy that provides for pre-employment screening and testing as well as screening and testing after employment; (2) consent to and compliance with such policy is a condition of my employment; and (3) continued employment is based on the successful passing of testing under such policy. I further understand that continued employment may be based on the successful passing of job-related physical examinations.

I understand that, in connection with the routine processing of your employment application, the Company may request from a consumer reporting agency an investigative consumer report including information as to my credit records, character, general reputation, personal characteristics, and mode of living. Upon written request from me, the Company, will provide me with additional information concerning the nature and scope of any such report requested by it, as required by the Fair Credit Reporting Act.

I further understand that my employment with the Company shall be probationary for a period of one hundred twenty (120) days, and further that at any time during the probationary period or thereafter, my employment relation with the Company is terminable at will for any reason by either party.

Signature of applicant _____ Date: _____

This Company is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, age or disability. We assure you that your opportunity for employment with this Company depends solely on your qualifications.

Thank you for completing this application and for your interest in Harris House.