



APPLICATION FOR EMPLOYMENT

We consider applicants for all positions without regard to race, color, religion, gender, age, national origin, sexual orientation, marital or veteran's status, the presence of a non-job-related disability, or any other legally protected status.

Please Print

Position Applying For

LAST NAME:

FIRST NAME:

MIDDLE NAME:

ADDRESS:

CITY

STATE

ZIP CODE

TELEPHONE NUMBER

If you are under 18 years of age, can you provide required proof of your eligibility to work?

Yes No

Have you ever filed an application with Open Hands before?
If yes, give date(s).

Yes No

Have you ever been employed with Open Hands before?
If yes, give date(s).

Yes No

May we contact your present employer?

Yes No

Have you ever been **convicted** of a crime?

Yes No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration status? (Proof of Citizenship or Immigration status will be required if employed)

Yes No

Do you own a car/truck?

Driver's License Number: _____ State: _____

Yes No

Would you be willing to provide us with a copy of your driving record and current liability insurance if considered for a position?

Yes No

Does a relative presently work at Open Hands?

If so, Who? _____

Yes No

On what date would you be available to start work?

(Please complete if not submitting a resume.)
EDUCATION/TRAINING

Number of Years Completed	Diploma Degree Certificate	Subject Studied
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LISTS NAMES AND ADDRESSES OF SCHOOLS

High School or GED: _____

College or University: _____

Vocational or Technical: _____

What skills or additional training do you have that are related to the job for which you are applying? _____

What machines or equipment can you operate that are related to the job for which you are applying? _____

Do you hold current CPR Certification?

_____ Yes

_____ No

What languages do you speak fluently?

LIST PROFESSIONAL, TRADE, BUSINESS OR CIVIC ACTIVITIES AND OFFICES HELD.
(You may exclude memberships which would reveal sex, race, religion, origin ancestry, disability or other protected status.)

REFERENCES

Give name, address and telephone number of three (3) references that are not related to you and are not previous employers.

1. _____

2. _____

3. _____

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. We must have three (3) contacts that can verify work performance.

<u>Employer</u> <hr/> <u>Address</u> <hr/> <u>Telephone Number(s)</u> <hr/> <u>Job Title</u> <hr/> Reason for leaving <hr/>	<u>Date Employed</u> From to <hr/> <hr/> <u>Hourly rate/salary</u> Starting Final <hr/> <hr/>	<u>Work performed</u> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
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APPLICANT PLEASE READ BEFORE SIGNING

I authorize Open Hands to contact previous employers or any other persons for information concerning my job performance or my character.

Signature

DATE

The information provided in this Application for Employment is true, correct, and complete. If employed, any misstatement or omission of fact on this application may result in my dismissal.

SIGNATURE

DATE

I understand that acceptance of an offer of employment does not create a contractual obligation upon the employers to continue to employ me in the future.

SIGNATURE

DATE

I understand that if offered employment I will be required to take a pre-employment physical related to my work responsibilities and a drug/alcohol test.

SIGNATURE

DATE