



APPLICATION FOR EMPLOYMENT

Date/Time
Field:

Coburn Place Safe Haven is an equal opportunity employer with at strict policy of non-discrimination on any basis including race, color, age, sex, religion, handicap or national origin. As such, we comply fully with all State and Federal laws prohibiting discrimination in employment.

Last Name: First Name: Middle Initial:

Social Sec. #: Home Phone: Are you authorized to work in the United States?

Cell Phone: Email: Yes No

Address:

City: State: Zip Code:

Have you resided at your current address for the past five (5) years? Yes No

If you answered no, please provide a five (5) year history of all residences beginning with the most recent. If there is not enough space provided, please use the back or attach other relevant information.

Past Address:

City: State: Zip Code:

Past Address:

City: State: Zip Code:

Past Address:

City: State: Zip Code:

APPLICANT SPECIFIC DATA

Desired Position: Desired Start Date: Salary Required:

Are there any times of day or days of the week during which you are unable to work? Yes No

If you answered yes, please provide details of your time related work restrictions:

EDUCATION

Type of School	Name of School and City/State	Years Completed	Major or Degree
High School			
College Bus. or Trade School			
Graduate School			
Other			

EMPLOYMENT HISTORY (Begin with Most Recent)

1.

Name of Employer:

Name of Supervisor:

Dates of Employment:

From:

To:

Salary:

From:

To:

Complete Address:

Phone #:

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:

May we contact the employer: yes no

2.

Name of Employer:

Name of Supervisor:

Dates of Employment:

From:

To:

Salary Range:

From:

To:

Complete Address:

Phone #:

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:

May we contact the employer: yes no

3.

Name of Employer:

Name of Supervisor:

Dates of Employment: From: To:

Salary Range: From: To:

Complete Address:

Phone #:

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:

May we contact your employer: yes no

Professional Development, Special Skills and Community Involvement

Please list special skills, professional development, training or community involvement you feel relevant to the position for which you are applying. This may include any items you feel should be known when considering your application for employment.

Have you ever been a member of the armed forces or served in the military? Yes No

If you answered yes, please respond below:

Branch:

Dates of Service:

Pay Grade:

Type of Discharge:

APPLICANT ACKNOWLEDGEMENT

I understand that Coburn Place Safe Haven is a drug free workplace, and I agree to submit to drug and background screening prior to and during my employment, as required by company policy. I further understand that any offer of and continued employment is contingent upon the results of such inquiries and that positive or unsatisfactory results or failure to submit to such screening, may result in a revocation of any offer and/or termination of employment . I hereby authorize any physician, laboratory, hospital, medical professional or third party retained by the company for background, credit and drug and alcohol screening purposes to both conduct such screening and provide the results to Coburn Place Safe Haven, and I release Coburn Place Safe Haven or any person affiliated with the Company and such institution or person from liability arising from such testing.

I understand that if I am employed, any misrepresentation or material omission made by me on this application will be sufficient cause for nullification of this application or immediate discharge from employment. Furthermore, I give Coburn Place Safe Haven the right to contact and obtain information from all references, educational institutions, credit bureaus or other relevant sources and to otherwise verify the accuracy of information contained in this application through whatever lawful means necessary. I hereby release from liability Coburn Place Safe Haven and its representatives for seeking, gathering and using such information and all other persons, corporations or organizations for furnishing such information.

I understand that nothing in this application, company policy statement, employee handbook or personnel guidelines is intended to create an employment agreement or a contract for employment. I further understand that no representative of Coburn Place Safe Haven other than an authorized officer, has the authority to make any assurances to the contrary, and I understand that any such assurances must be made in writing and signed by an authorized officer of Coburn Place Safe Haven and me.

If I am hired, I understand that employment is "At Will" meaning that I am free to resign at any time, with or without cause and without prior notice, and Coburn Place Safe Haven reserves the right to terminate my employment at any time without prior notice, except as may be required by law. I further understand that only an officer of Coburn Place Safe Haven may alter or amend my at-will status and any such change must be signed by the authorized Coburn Place Safe Haven offer and me.

Signature:

Date:

For Office Use Only

Date Started:

Manager's Name:

Date of Birth:

Part time or Full Time:

Pay Rate:

Normal Hours:

Additional Notes: