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(OFFICE USE ONLY)

APPR. _____ DISAPPR. _____ BY _____

Reason _____

Pending Code _____

FOR THIS TYPE OF EMPLOYMENT STATE LAW REQUIRES A CRIMINAL BACKGROUND CHECK AS A CONDITION OF EMPLOYMENT

PRINT OR TYPE ALL INFORMATION

SOCIAL SECURITY NUMBER: _____

Job Title: _____

Date Available if Hired: _____

Name: (Last) _____

(MI) _____

(First) _____

Street _____

City _____

County _____

State _____

Zip Code _____

Home Phone: _____

Cell Phone: _____

E-mail: _____

DOB _____

US Citizen Yes No

Do you have legal right to work in US? Yes No

Emergency Contact (Name, Phone, Relation) _____

EDUCATION AND TRAINING

Do you have a High School diploma or GED?

Yes

No

If not, what is the highest grade that you completed?

Name of School _____

Address (City, State): _____

Dates attended: _____

From _____

To _____

Major course of study: _____

Computer/Office Machines Knowledge, Skills _____

COLLEGE AND GRADUATE SCHOOL EDUCATION

Name/Location of School(s)

Dates Attended

Major

of Credits Completed

Type of Degree

Degree Earned? (Yes or No)

U.S. MILITARY RECORD

(Do not include ROTC)

Service Branch

Date Entered

Date Discharged

Initial Rank

Final Rank

Active Reserve?

Special Training, skills, commendations or recognition _____

SPECIALIZED TRAINING OR CLASSES RELEVANT TO THE JOB

Title of Program/Course(s)

Company/School

Dates Attended

of Credits Earned

Diploma/Certificate Received?

WORK EXPERIENCE:

List below, beginning with your most recent position, all of your work experience, including military service and all volunteer activities.

Job Number 1:	
Name of Employer:	Employer's Address (Street, City, State, Zip Code):
Type of Business:	Supervisor's Name and Phone Number:
Your Job Title:	Do you supervise other employees? Yes <input type="checkbox"/> No <input type="checkbox"/> How many? <input style="width: 50px;" type="text"/>
	Job Titles of Those You Supervise:
Dates of Employment (From: <u>Month/Day/Year</u> To: <u>Month/Day/Year</u>):	Is your position considered full-time? Yes <input type="checkbox"/> No <input type="checkbox"/> Salary: <input style="width: 50px;" type="text"/> How many hours do you work per week? <input style="width: 50px;" type="text"/>
Job Duties:	

Job Number 2:	
Name of Employer:	Employer's Address (Street, City, State, Zip Code):
Type of Business:	Supervisor's Name and Phone Number:
Your Job Title:	Do you supervise other employees? Yes <input type="checkbox"/> No <input type="checkbox"/> How many? <input style="width: 50px;" type="text"/>
	Job Titles of Those You Supervise:
Dates of Employment (From: <u>Month/Day/Year</u> To: <u>Month/Day/Year</u>):	Is your position considered full-time? Yes <input type="checkbox"/> No <input type="checkbox"/> Salary: <input style="width: 50px;" type="text"/> How many hours do you work per week? <input style="width: 50px;" type="text"/>
Job Duties:	

Job Number 3:	
Name of Employer:	Employer's Address (Street, City, State, Zip Code):
Type of Business:	Supervisor's Name and Phone Number:
Your Job Title:	Do you supervise other employees? Yes <input type="checkbox"/> No <input type="checkbox"/> How many? <input style="width: 50px;" type="text"/>
	Job Titles of Those You Supervise:
Dates of Employment (From: <u>Month/Day/Year</u> To: <u>Month/Day/Year</u>):	Is your position considered full-time? Yes <input type="checkbox"/> No <input type="checkbox"/> Salary: <input style="width: 50px;" type="text"/> How many hours do you work per week? <input style="width: 50px;" type="text"/>
Job Duties:	

Have you ever been convicted of any violation of law other than a minor traffic violation? Yes No
If yes, give the date, place of conviction, charge and disposition of each case. Note: A conviction record will not necessarily bar you from employment. (Please write this information on a separate sheet of paper and attach it to this application.)

INDICATE WHICH TYPE OF EMPLOYMENT YOU ARE INTERESTED IN:
 Full-time Part-time Temporary Contractual

I hereby voluntarily and knowingly authorize any and all past or present employers, supervisors, colleges, universities, or other institutions of learning, law enforcement agencies, state agencies, federal agencies, finance bureaus, collection agencies, private businesses, military branches or the National Personnel Records Center, personal references, and/or other persons, to provide records or information they may have concerning me to Harbor House of Louisville Inc. I hereby voluntarily, knowingly and unconditionally release any named or unnamed informant from any liability resulting from the furnishing of this information. This information shall be valid one (1) year from the date signed or as long as I am employed by Harbor House of Louisville Inc.

I hereby affirm that this application (and accompanying resume) contains no willful misrepresentation or falsifications and that this information given by me is true and complete to the best of my knowledge and belief. I am aware that if hired, discovery at any time of misrepresentation or falsification on this application will be considered sufficient cause for dismissal. Harbor House of Louisville Inc. is hereby authorized to make any investigation of my personal and professional history through any investigative agencies of its choice.

Signature

Date