

PROMISE HABITAT SERVICES, LLC
is a
Drug-Free Workplace – Pre-Employment Drug Test Required

APPLICATION FOR EMPLOYMENT
(Please Print)

Equal access to programs, services and employment is available to all persons. Applicants requiring reasonable accommodation to the application and/or interview process should notify the Human Resources Department.

Position(s) applied for: _____

Referral Source: Advertisement Government Employment Agency Private Employment Agency
 Walk-in Employee Relative Other _____

Name: _____

Last First Middle Social Security #

Address: _____

Street City State Zip Code Phone #

If you are under 18 and it is required, can you furnish a work permit? Yes No

If no, please explain: _____

Have you submitted an application here before? Yes No If yes, give dates(s): _____

Have you ever been employed here before? Yes No If yes, give dates(s): _____

Are you legally eligible for employment in this country? Yes No

Are you able to meet the attendance requirements of the position? Yes No

Have you ever been bonded? Yes No

Have you ever pled “guilty” or “no contest” to, or been convicted of a crime? Yes No

If yes, please provide date(s) and details (Answering “Yes” to these questions does not constitute an automatic bar to employment; factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account): _____

Driver’s license number, if driving, is an essential job function: # _____ State: _____

EDUCATIONAL BACKGROUND – List high school, college or Trade/vocational School:

SCHOOL / CITY AND STATE	YEARS ATTENDED	DEGREE/ DIPLOMA/ MAJOR

Skills and Qualifications (special training, skills, licenses and/or certificates that may qualify you as able to perform job-related functions in the position for which you are applying): _____

REFERENCES – List 3 people who you are not related to and who you have known for at least one 1 year:

NAME	ADDRESS	TELEPHONE	YEARS KNOWN

EMPLOYMENT HISTORY – Please explain any gaps in employment in comments section below:

Job Title: _____ Date Employed – From: _____ To: _____

Employer: _____ Address: _____ Telephone: _____

Hourly Rate or Wage: Starting \$ _____ per _____ Ending \$ _____ per _____

Summarize the type of work performed and job responsibilities: _____

Reason for leaving: _____

May we contact for reference? Yes No LATER

Comments: _____

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Employer: _____ Address: _____ Telephone: _____

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Summarize the type of work performed and job responsibilities: _____

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Summarize the type of work performed and job responsibilities: _____

Reason for leaving: _____

May we contact for reference? Yes No LATER

Comments: _____

I give the employer the right to contact and obtain information from all references, employers, schools, and to verify the accuracy of the information contained in this application. I hereby release the employer and its representatives from liability for seeking, gathering and using such information and all other persons, corporations or organizations for furnishing such information.

This application is current for only 60 days. At the conclusion of this time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to fill out a new application.

I understand that if I am employed, any misrepresentation or material omission made by me on this application may be sufficient cause for immediate termination, whenever it is discovered.

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete and I-9 Form in this regard.

I understand it is this company's policy not to refuse to hire a qualified individual with a disability because of that person's need for a reasonable accommodation as required by the ADA. The employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by local, state or federal law.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice. The employer reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law.

This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no representative of the employer, other than an authorized officer, has the authority to make any assurances to the contrary.

I have read and fully understand the above and seek employment under these conditions.

Signature of Applicant

Date

PROMISE HABITAT SERVICES, LLC

PRE-EMPLOYMENT DRUG-TESTING POLICY

All job applicants at this company will undergo screening for the presence of illegal drugs or alcohol as a condition for employment.

Applicants will be required to voluntarily submit to a urinalysis test at a laboratory chosen by the company and, by signing a consent agreement, will release the company from liability.

Any applicant with positive test results will be denied employment at that time but may initiate another inquiry with the company after six months.

The company will not discriminate against applicants for employment because of past abuse of drugs or alcohol. However, the company will not tolerate any current drug or alcohol abuse that prevents employees from properly performing their jobs.

I understand the above conditions and hereby agree to comply with them.

(Applicant's Name-Print)

(Date)

(Applicant's Signature)