



# Home Sweet Home Ministries - Application for Employment

306 N. Main St., Suite 2 • Bloomington, IL 61701 • (309) 834-4746 • Fax (309) 821-0393 • www.hshministries.org

Please print

Position applied for \_\_\_\_\_ Date of application \_\_\_\_/\_\_\_\_/\_\_\_\_

Name \_\_\_\_\_  
LAST FIRST MIDDLE

Address \_\_\_\_\_  
STREET CITY STATE ZIP CODE

Telephone #(\_\_\_\_) \_\_\_\_\_ Cell/Beeper/Other Phone # (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

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

If you are under 18, can you furnish a work permit if required? \_\_\_\_\_  Yes  No

Have you ever been employed here before? \_\_\_\_\_

Date available for work \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Type of employment desired \_\_\_\_\_  Full-time  Part-time  Temporary

Have you been convicted of a crime within the last seven (7) years—including DUI? \_\_\_\_\_  Yes  No

If yes, please explain \_\_\_\_\_

CONVICTION WILL NOT NECESSARILY BE A BAR TO EMPLOYMENT. EACH INSTANCE AND EXPLANATION WILL BE CONSIDERED IN RELATION TO THE POSITION FOR WHICH YOU ARE APPLYING.

Driver's license number if driving is an essential job function \_\_\_\_\_ State \_\_\_\_\_

## Employment History

Provide the following information for your past four (4) employers, assignments or volunteer activities, starting with the most recent.

From	To	Employer	Telephone
Your Job Title		Street Address	City State Zip
Immediate Supervisor and Title		Nature of work performed and job responsibilities	
Reason for Leaving		Hourly Rate/Salary Start \$ per Final \$ per	
From	To	Employer	Telephone
Your Job Title		Street Address	City State Zip
Immediate Supervisor and Title		Nature of work performed and job responsibilities	
Reason for Leaving		Hourly Rate/Salary Start \$ per Final \$ per	
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Immediate Supervisor and Title		Nature of work performed and job responsibilities	
Reason for Leaving		Hourly Rate/Salary Start \$ per Final \$ per	

## Skills and Qualifications

List any training, skills, licenses, or certification/s that may especially qualify you to perform the functions in the position for which you are applying.

## Education

NAME, CITY AND STATE	YEARS COMPLETED	DID YOU GRADUATE? DEGREE / DIPLOMA / GED / CERTIFICATE	COURSE OF STUDY
High School			
College			
Other			

**Professional References** – Persons not related to you, who are familiar with your experience, training, skills and character. Examples: Employers, supervisors, teachers and co-workers.

NAME	TELEPHONE	YEARS KNOWN
	( )	
	( )	
	( )	

I understand that if I am employed, any misrepresentation or material omission made by me on this application will be sufficient cause to warrant immediate discharge from employment whenever it is discovered.

I give Home Sweet Home Ministries (HSHM) the right to contact and obtain information from all references, employers and educational institutions, and to otherwise verify the accuracy of the information contained in this application. I hereby release HSHM or representatives from any and all liability connected with seeking, gathering and using such information, as well as any and all other persons, corporations or organizations for furnishing such information.

This application is current for 60 days only. If I have not heard from HSHM within that time and still wish to be considered for employment, I understand it will be necessary to fill out a new application.

If I am hired:

- 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.
- No representative of the employer, other than an authorized officer, has the authority to make any assurances to the contrary. Any such assurances must be in writing and signed by an authorized officer.
- I will be required to provide proof of identity and legal authorization to work.
- I understand that (1) the Company has a zero-tolerance policy for use, possession, or dispensing of illegal drugs, use of alcohol while at work, or working under the influence of alcohol; (2) the Company's drug and alcohol policy provides for pre-employment testing as well as testing after employment; (3) consent to and compliance with such policy is a condition of my employment; and (4) continued employment is based on successfully passing of testing under such policy.

By signing below, I certify that I have read and fully understand the proceeding and willfully seek employment under these conditions.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

*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.*