

APPLICATION FOR EMPLOYMENT

Applications are received and employees are hired without regard to race, creed, color, sex, age, national origin, marital status, physical or mental handicap, veterans status and citizenship status. The receipt of this application does not mean that job openings exist or does not obligate us in any way. We appreciate your interest in Hermitage Hills.

While completing this application if you find it necessary to provide additional comments or explanations to questions asked, please attach additional sheets of paper. PLEASE PRINT OR TYPE ALL INFORMATION!

Date Prepared _____

| PERSONAL INFORMATION | | | | | |
|---|-----------------|------------------------------------|------------------------------------|------------------------------------|-------------------|
| Name _____ | | | Social Security No. _____ | | |
| Last | First | Middle Initial | | | |
| Present address _____ | | | | Home phone (____) _____ | |
| No. | Street | City | State | Zip | |
| How long have you lived at above address? _____ | | | How long did you live there? _____ | | |
| Previous address _____ | | | | | |
| No. | Street | City | State | Zip | |
| Are you over the age of 18? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, employment is subject to verification that you are of minimum legal age. | | | | | |
| What languages can you read, speak and write fluently? _____ | | | | | |
| Are you a citizen of the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | | |
| If not a citizen of the U.S., can you provide proof that you can legally be employed in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | | |
| EMPLOYMENT INFORMATION | | | | | |
| Position applying for _____ | | | Date available for work _____ | | |
| What salary/hourly rate do you expect? _____ | | | | | |
| Type of employment : | | <input type="checkbox"/> Full Time | <input type="checkbox"/> Part Time | <input type="checkbox"/> Temporary | |
| What days and hours if part time? | | | Days | Hours | |
| From | () | AM | () | PM | To () AM () PM |
| Have you ever applied for a job with us before? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | | |
| Have you ever worked for us before? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | | |
| Have you ever been bonded? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | | |
| Have you ever been refused bond? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, state reason and date _____ | | | | | |
| Have you ever been convicted of any crime other than a minor traffic violation? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | | |
| If yes, state date, court and place where offense occurred _____ | | | | | |
| Have you ever been discharged or requested to resign from a position? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | | |
| If yes, explain _____ | | | | | |
| Does your present employer know of your plans to change employment? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | | |
| Why do you desire to make a change? _____ | | | | | |
| Have you ever held a position of trust (handling money or confidential material)? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | | |
| How much time have you lost from work during this past year? _____ | | | | | |
| Would you have steady transportation to work? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | | |
| Do you have any personal responsibilities or problems that may affect your daily attendance? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | | |
| If yes, explain _____ | | | | | |
| Are there any other experiences, skills, or qualifications which you feel would especially fit you for work with our organization? _____ | | | | | |
| EDUCATION INFORMATION | | | | | |
| Schooling | Years Completed | Degree Rec. and Major Sub. | Name of School | Location | Did You Graduate? |
| Grammar or High School | | | | | |
| Trade Bus. or Correspondence | | | | | |
| College | | | | | |
| Graduate School or Seminary | | | | | |
| Describe any other specialized or professional training (such as computers, etc.). If you are presently enrolled in school, what are you studying? _____ | | | | | |

CHURCH AFFILIATION

Please list your church membership(s) over the past five years:

| | | | |
|-----------------------|----------------------|------------------|---------------|
| Current Church _____ | Dates attended _____ | City/State _____ | Phone # _____ |
| Previous Church _____ | Dates attended _____ | City/State _____ | Phone # _____ |
| Previous Church _____ | Dates attended _____ | City/State _____ | Phone # _____ |
| Previous Church _____ | Dates attended _____ | City/State _____ | Phone # _____ |

PRIOR WORK RECORD (Start with most recent or present employer)

1 Name of Most Recent Employer _____ Telephone No. _____
 Address _____
 Name & Position of Immediate Supervisor _____ Date of Employment : From _____ To _____
 Your Position or Title _____ Starting Rate \$ _____ Ending Rate \$ _____
 Describe Your Duties _____
 Reason For Leaving _____

2 Name of Employer _____ Telephone No. _____
 Address _____
 Name & Position of Immediate Supervisor _____ Date of Employment : From _____ To _____
 Your Position or Title _____ Starting Rate \$ _____ Ending Rate \$ _____
 Describe Your Duties _____
 Reason For Leaving _____

3 Name of Employer _____ Telephone No. _____
 Address _____
 Name & Position of Immediate Supervisor _____ Date of Employment : From _____ To _____
 Your Position or Title _____ Starting Rate \$ _____ Ending Rate \$ _____
 Describe Your Duties _____
 Reason For Leaving _____

May we contact the employers listed above? _____ If not, indicate by No. which one(s) you do not wish us to contact _____

PERSONAL REFERENCES

(Do not list relatives or previous supervisors)

| | | | |
|------------|-----------------|-------------------|------------------|
| Name _____ | Phone No. _____ | Years known _____ | Occupation _____ |
| Name _____ | Phone No. _____ | Years known _____ | Occupation _____ |
| Name _____ | Phone No. _____ | Years known _____ | Occupation _____ |

APPLICANT'S STATEMENT - READ CAREFULLY!

The facts set forth in my application for employment are true and complete. I understand that if employed, false statements on my application shall be considered sufficient cause for dismissal. You are hereby authorized to make any investigation on my personal history and financial and credit record through any investigative or credit agencies or bureaus of your choice in compliance with applicable laws or statutes.

I understand that employment at this organization is "at will", and includes no guarantee, contract, or promise of employment for any specified length of time. I further understand that a criminal record check may be conducted on me, and I consent to any such check.

I authorize the use on any information in this application and any attached supplements to verify my statements, and I authorize the past employers, schools, churches, all references, and any other persons or organizations, whether or not identified in this application, to answer all questions asked concerning my ability, character, reputation, and previous employment record. I release all such persons from any and all liability or damages on account of having furnished such information.

Signature of Applicant _____

Date _____

NOTE If this application is returned by mail, please address it to: "Attn. Personnel Committee" and mark the envelope "Personal and Confidential".