



Employment Application

APPLICANT INFORMATION

Full Name: *Last* *First* *Middle*

Date of Birth:

Home Phone: Cell Phone:

Email Address:

Current Address: *Street Address* *Apartment/Unit #*

City *State* *ZIP Code*

Permanent Address: *Street Address* *Apartment/Unit #*

City *State* *ZIP Code*

Please list your prior addresses for the last five years:

| | | |
|----------------|-----------------------|------------------------------|
| <i>Year(s)</i> | <i>Street Address</i> | <i>Apartment/Unit #</i> |
| | <i>City</i> | <i>State</i> <i>ZIP Code</i> |
| <i>Year(s)</i> | <i>Street Address</i> | <i>Apartment/Unit #</i> |
| | <i>City</i> | <i>State</i> <i>ZIP Code</i> |
| <i>Year(s)</i> | <i>Street Address</i> | <i>Apartment/Unit #</i> |
| | <i>City</i> | <i>State</i> <i>ZIP Code</i> |

EMPLOYMENT DESIRED

Position Applying For:

Referred By:

What days and hours are you available to work?

If hired, on what date can you start work?

Desired Salary: (Please specify \$/hour or year) Per

Are you applying for regular full-time work?

Are you applying for regular part-time work?

Are you available to work on the weekends?

Would you be available to work overtime, if necessary?

PERSONAL INFORMATION

Have you ever applied to or worked for Pendleton Place, Inc.?

If yes, when?

Do you have friends or relatives working for Pendleton Place, Inc.?

If yes, state name(s) and relationship:

If hired, would you have reliable means of transportation to and from work?

Are you at least 21 years old?

If hired, can you present evidence of your U.S. citizenship or proof of your legal right to live and work in this country?

Have you ever been convicted of a criminal offense (felony or serious misdemeanor)?

If yes, state the nature of the crime(s), the date and location of the conviction, and disposition (e.g., sentence, probation, etc.) of the case:

(Note: A conviction will not necessarily disqualify an applicant from employment. The nature of the offense, the date of the offense, the surrounding circumstances, and the relevance of the offense to the position(s) applied for will be considered in making any hiring decision.)

EMPLOYMENT HISTORY

List below all present and past employment starting with your most recent employer. Attach a separate page if necessary. Account for all periods of unemployment. You must complete this section even if attaching a resume.

Current Employer

Employer Telephone No. Dates of Employment (**from** MM/YY) Dates of Employment (**to** MM/YY)

Type of Business Supervisor's Name Pay (\$ per Hour or Year)

No. & Street Address City State Zip Code

Position & Duties

Reason for Leaving

May we contact your current supervisor for a reference?

Previous Employer

Employer Telephone No. Dates of Employment (**from** MM/YY) Dates of Employment (**to** MM/YY)

Type of Business Supervisor's Name Pay (\$ per Hour or Year)

No. & Street Address City State Zip Code

Position & Duties

Reason for Leaving

May we contact your former supervisor for a reference?

Previous Employer

| | | | | |
|--|----------------------|---|---------------------------------------|-----------------|
| <i>Employer</i> | <i>Telephone No.</i> | <i>Dates of Employment (from MM/YY)</i> | <i>Dates of Employment (to MM/YY)</i> | |
| <i>Type of Business</i> | | <i>Supervisor's Name</i> | <i>Pay (\$ per Hour or Year)</i> | |
| <i>No. & Street Address</i> | | <i>City</i> | <i>State</i> | <i>Zip Code</i> |
| <i>Position & Duties</i> | | | | |
| <i>Reason for Leaving</i> | | | | |
| May we contact your former supervisor for a reference? | | | | |

EDUCATION, TRAINING, & EXPERIENCE

Starting with your most recent school attended, provide the following information:

| <i>School (include City & State)</i> | <i>Years Completed?</i> | <i>Did You Graduate?</i> | <i>Degree or Diploma</i> |
|--|-------------------------|--------------------------|--------------------------|
|--|-------------------------|--------------------------|--------------------------|

Some of our clients speak English on a limited basis. Do you speak, write, or understand any foreign languages?

If yes, which language(s)?

Do you have any other experience, training, qualifications, or skills which you feel make you especially suited for work at Pendleton Place Children's Shelter?

If yes, please explain

Do you have one or more years of childcare experience?

Do you have any lived experience with foster care or homelessness?

Answer the questions in this section if you are applying for a position requiring licensing or certification

Are you licensed/certified to work with children (birth – 21 years) who have been abused or neglected? i.e. Social Work, Counseling etc.

| <i>Name of license/certification</i> | <i>Issuing State</i> | <i>License/Certification Number</i> |
|--------------------------------------|----------------------|-------------------------------------|
|--------------------------------------|----------------------|-------------------------------------|

Have you ever had a license application denied?

If yes, state the reason(s) and date of application and agency to which application was submitted.

Has your license/certification ever been revoked or suspended?

If yes, state reason(s), date of revocation or suspension, and date of reinstatement:

CERTIFICATION AND SIGNATURE

Please read carefully, initial each paragraph and sign below:

| | |
|--|---|
| | I certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery. |
| | I authorize Pendleton Place to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to Pendleton Place any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release Pendleton Place, my former employers and all other persons, corporations, and entities from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure. |
| | I understand that Pendleton Place, Inc. is a drug-free and alcohol-free workplace and will screen for illegal drug use before hiring and during the course of employment. |
| | I authorize Pendleton Place to conduct the following background checks: 1) a criminal history check with the SC State Law Enforcement Division; 2) a fingerprint review to be conducted by the Federal Bureau of Investigation; 3) a check of the State Central Registry of Child Abuse and Neglect and department records; 4) the equivalent registry system check for each state in which the person has resided in the previous five years; 4) the National Sex Offender Registry; and 5) the state sex offender registry. |
| | I understand that this application will remain active for 90 days, after which time, I must reapply to be considered for employment with Pendleton Place, Inc. I further understand that an incomplete application will not be processed and that I may contact the Assistant Director if I need assistance in completing this application. |
| | <u>I UNDERSTAND AND AGREE THAT, IF HIRED, MY EMPLOYMENT IS "AT WILL" AND THAT I MAY TERMINATE MY EMPLOYMENT AT ANY TIME FOR ANY REASON OR FOR NO REASON, WITHOUT NOTICE, AND PENDLETON PLACE INC. MAY TERMINATE MY EMPLOYMENT AT ANYTIME FOR ANY REASON OR NO REASON, WITHOUT NOTICE.</u> |

Applicant's Signature: _____ Date: _____

For Office use Only:
4846-0130-2539, v. 1 Hire Date: _____