



**EDUCATION:**

Do you have a High School Diploma or GED? \_\_\_\_ yes \_\_\_\_ no

Circle last year of school completed: 9 10 11 12 13 14 15 16 17 18

Circle the highest degree earned: High School GED AA Bachelor Master Doctorate

Area of Concentration and/or degree(s), certificates, licenses, endorsements:

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Additional skill, including supervision skills, other languages or information regarding the employer's career/occupation you wish to bring to the employer's attention:

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Typing speed: \_\_\_\_ per minute

**EMPLOYMENT HISTORY**

**Former Employment: Include 5 years of employment history. (List employers, starting with the current or most recent. Explain all gaps in time of employment.)**

**1. Company Name:** \_\_\_\_\_ **Job Title:** \_\_\_\_\_

**Address: (Street)** \_\_\_\_\_ **(City)** \_\_\_\_\_ **(State)** \_\_\_\_\_ **(Zip)** \_\_\_\_\_

**Start Date:** \_\_\_\_\_ **End Date:** \_\_\_\_\_ **Rate of Pay:** \_\_\_\_\_

**Detailed Job Duties:** \_\_\_\_\_

**Reason for Leaving:** \_\_\_\_\_

**Contact person for references** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**2. Company Name:** \_\_\_\_\_ **Job Title:** \_\_\_\_\_

**Address: (Street)** \_\_\_\_\_ **(City)** \_\_\_\_\_ **(State)** \_\_\_\_\_ **(Zip)** \_\_\_\_\_

**Start Date:** \_\_\_\_\_ **End Date:** \_\_\_\_\_ **Rate of Pay:** \_\_\_\_\_

**Detailed Job Duties:** \_\_\_\_\_

**Reason for Leaving:** \_\_\_\_\_

**Contact person for references** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**3. Company Name:** \_\_\_\_\_ **Job Title:** \_\_\_\_\_

**Address: (Street)** \_\_\_\_\_ **(City)** \_\_\_\_\_ **(State)** \_\_\_\_\_ **(Zip)** \_\_\_\_\_

**Start Date:** \_\_\_\_\_ **End Date:** \_\_\_\_\_ **Rate of Pay:** \_\_\_\_\_

**Detailed Job Duties:** \_\_\_\_\_

**Reason for Leaving:** \_\_\_\_\_

**Contact person for references** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**May we contact your former employers to verify this information?** \_\_\_\_ yes \_\_\_\_ no

**May we contact your present employer?** \_\_\_\_ yes \_\_\_\_ no

The law prohibits discrimination in hiring due to age, race, color, sex, national origin, disability or veteran's status.

**INFORMATION TO THE APPLICANT**

I understand that employment will be contingent upon the successful completion of a background investigation.

As part of the procedure for processing the employment application, my personal and employment references may be checked. If I have misrepresented or omitted any facts on this application, and am subsequently hired, I may be discharged from the job.

If necessary for employment, I may be required to supply my birth certificate or other proof of authorization to work in the United States.

I understand that Hands of Hope is a Christian 501 C3 non-profit organization and I will be required to:

- a. submit a statement of faith
- b. identify and describe my involvement in a faith community
- c. explain my spiritual journey relating how I have developed in my knowledge and practice of the Christian faith.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Revision date: August 2017