

# Brandi's Hope Community Services

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## EMPLOYMENT APPLICATION

*Supporting Documentation to accompany application:*

- 1. Driver's License*
- 2. Professional License if applicable*
- 3. High School Diploma or Equivalency*
- 4. College Transcript and Diploma if applicable*

REFERRED BY \_\_\_\_\_

***Equal Opportunity Employer and Drug Free Workplace***

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Brandi's Hope Community Services ("Company") is an equal opportunity/affirmative action employer. All qualified applicants will be considered without regard to age, race, color, sex, religion, nation origin, marital status, ancestry, citizenship, veteran status, sexual orientation, genetic background or physical or mental disability.



# EMPLOYMENT HISTORY

List all employment for the past 10 years, starting with the most recent position. All information **must** be completed. You may attach a resume, but not in place of completing the required information.

Employed From / /	Employer Name	Supervisor Name	Starting Salary/Hourly Rate
Employed Until / /	Employer Address	Supervisor Phone #	Ending Salary/Hourly Rate
Job Title		Reason for Leaving	
Duties & Responsibilities			
OK to contact this employer? Yes or No    Initial _____			

Employed From / /	Employer Name	Supervisor Name	Starting Salary/Hourly Rate
Employed Until / /	Employer Address	Supervisor Phone #	Ending Salary/Hourly Rate
Job Title		Reason for Leaving	
Duties & Responsibilities			
OK to contact this employer? Yes or No    Initial _____			

Employed From / /	Employer Name	Supervisor Name	Starting Salary/Hourly Rate
Employed Until / /	Employer Address	Supervisor Phone #	Ending Salary/Hourly Rate
Job Title		Reason for Leaving	
Duties & Responsibilities			
OK to contact this employer? Yes or No    Initial _____			

(If you need to list more employers, please continue on a separate sheet of paper.)

# GENERAL

Yes    No

- May we contact your current employer for references?
- Will you be able to perform the essential job functions for the position you are applying for with or without reasonable accommodation?
- Have you ever been convicted of a crime, excluding misdemeanors and summary offenses, which has not been annulled, expunged or sealed by court?  
(A 'yes' response does not automatically disqualify your application.)

## REFERENCES (REQUIRED)

List three references. One reference must be from a former employer. The other two references must be from **'non-family'** members. Brandi's Hope requires the addresses and phone numbers for all references.

	Name	Address	Telephone
1.			
2.			
3.			

## CERTIFICATION & AUTHORIZATION

The above information is true and correct. I understand that, in the event of my employment by the Company, I shall be subject to dismissal if any information that I have given in this application is false or misleading or if I have failed to give any information herein requested, regardless of the time elapsed after discovery.

I authorize the Company to inquire into my educational, professional, past employment and public criminal background history, and to contact my references as needed to research my qualifications for this position. I hereby give my consent to any former employer to provide employment-related information about me to the Company and will hold the Company and my former employer harmless from any claim made on the basis that such information about me was provided or that any employment decision was made on the basis of such information.

I understand that nothing in this employment application, the granting of an interview or my subsequent employment with the Company is intended to create an employment contract between myself and the Company under which my employment could be terminated only for cause. On the contrary I understand and agree that, if hired, my employment will be terminable at will and may be terminated by me or the Company at any time and for any reason. I understand that no person has any authority to enter into any agreement contrary to the foregoing.

The document(s) provided will be used for completion of Form I-9.

I hereby acknowledge that I have read and agree to the above statements.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

1. Please describe briefly why you would like to work for Brandi's Hope.

2. Describe what characteristics you possess that would make you a valuable employee for Brandi's Hope.

Do you own reliable transportation? \_\_\_\_\_ YES \_\_\_\_\_ NO  
If yes, do you have at least the minimum state required liability insurance on this vehicle? \_\_\_ YES \_\_\_ NO

**EEO/OFCCP Demographic Data (Voluntary Self-Identification)**

Government regulations require employers to keep basic demographic data on all applicants. Completion of the following questions is voluntary and is not part of the official employment application. Your assistance is appreciated.

Date \_\_\_\_\_ Position Applied for \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_

Referral Source: \_\_\_\_\_

Please check the appropriate items below:

Male  Female  Over 21 years of age  Under 40 years of age  Over 40 years of age

White  African American  Hispanic  American Indian  Asian  Pacific Islander  Other

I decline to provide self-identification information

**Equal Opportunity Employer**