APPLICATION FOR EMPLOYMENT

Equal Opportunity Employer Company Confidential

**PERSONAL INFORMATION**  DATE OF APPLICATION :\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Last First Middle

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Street (Apt) City/State Zip

Alternate Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Street City/State Zip

Contact Information: \_\_\_\_\_\_(\_\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Telephone Mobile Telephone Email

DOB:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you under the age of 18? Yes/No

Have you been convicted of a felony in the last 7 years? Yes/No

If yes, please explain:

***How did you learn about our company?***

***Were you referred by one of SHHC staff? If so who?***

**POSITION SOUGHT:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Available Start Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Desired Pay Range: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hourly or Salary

Circle the days you are NOT available for work:

MON TUES WED THURS FRI SAT SUN

Circle the shifts you are NOT available for work:

1st 2nd 3rd

Would you prefer: Full time/Part time

Will you submit to both a State of Wisconsin Criminal & Caregiver Background Check?

 Yes/No

Will you submit to Drug and Alcohol Testing if requested?

 Yes/No

**EDUCATION**

|  |
| --- |
| **Name and Location Graduate? – Degree? Major / Subjects of Study** **High School:** |
| **College or University:** |
| **Specialized Training:** **Trade School:**  |
| **Other Education:**  |

Describe any specialized training, skills, or activities that make you better qualified for the job applied for:

Describe any job related training, certificates, licenses, and qualifications or other additional information you feel may be helpful to us in considering your application:

**REFERENCES:**

Give the name, address, and telephone number of 3 work related references. (Supervisors or others in position to evaluate your work performance, NOT family)

NAME ADDRESS PHONE

1.

2.

3.

**EMPLOYMENT HISTORY**

Are you employed now? YES/NO If so, may we contact your current employer?

**EMPLOYER 1** (Most recent or current):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SUPERVISOR NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FROM: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TO: \_\_\_\_\_\_\_\_\_\_\_\_\_ POSITION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

STARTING WAGE: \_\_\_\_\_\_\_\_\_\_\_\_ FINAL WAGE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

DUTIES:

REASON FOR LEAVING:

**EMPLOYER 2:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SUPERVISOR NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FROM: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TO: \_\_\_\_\_\_\_\_\_\_\_\_\_ POSITION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

STARTING WAGE: \_\_\_\_\_\_\_\_\_\_\_\_ FINAL WAGE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

DUTIES:

REASON FOR LEAVING:

**EMPLOYER 3**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SUPERVISOR NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FROM: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TO: \_\_\_\_\_\_\_\_\_\_\_\_\_ POSITION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

STARTING WAGE: \_\_\_\_\_\_\_\_\_\_\_\_ FINAL WAGE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

DUTIES:

REASON FOR LEAVING:

**EMPLOYER 4**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SUPERVISOR NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FROM: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TO: \_\_\_\_\_\_\_\_\_\_\_\_\_ POSITION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

STARTING WAGE: \_\_\_\_\_\_\_\_\_\_\_\_ FINAL WAGE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

DUTIES:

REASON FOR LEAVING:

* Please attach any further employment history for the last 7 years.

“I hereby certify that the answers given by me to the above questions and statements are true, correct, and complete and I hereby authorize you to contact references, past or present employers, educators, and any other source of information which may be relevant to my application for employment. I hereby release them and their organizations, and hold them harmless, from all liability for any damage whatsoever for issuing same. It is understood and agreed that any misrepresentations or omissions by me in this Application will be sufficient reason for dismissal at any time during my employment, without liability to SHHC. I further understand that no representative of SHHC has the authority to enter into any agreement for employment for any specified period of time, that SHHC is not guaranteeing employment for anyone and that if hired, my employment may be terminated at any time without notice or cause. No employment contract is created by virtue of your being hired by SHHC.”

SIGN HERE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_