

EMPLOYMENT APPLICATION

HARCATUS Tri-County C.A.O., INC.

225 Fair Avenue NE

New Philadelphia, OH 44663

740-922-0933 www.harcatus.org

Please answer all of the following questions honestly and thoughtfully. Incomplete applications will not be considered. **This application must be completed in the applicant's own handwriting.** HARCATUS is an Equal Opportunity Employer and we do not discriminate on the basis of race, color, religion, sex, national origin, age, marital status, veteran status, disability, genetic information, or other legally protected characteristic.

Name: _____ Date of Application: _____

Address: _____

Telephone: _____

Are you legally authorized to work in the U.S.? Yes No

Are you related to or live with a person/persons associated with HARCATUS in any manner? Yes No
Fully describe: _____

Are you a previous or current Head Start parent? Yes No

Position(s) Applied for: _____ Rate of pay expected \$_____ per week

Can you perform duties of the position for which you applied? _____

Would you work Full-Time? Yes No Part-Time Yes No Date available to work _____

Were you previously employed by HARCATUS? Yes No If yes, when? _____

Do you own or have access to a car? Yes No

Do you have a valid Ohio Driver's License? Yes No

Do you have Ohio driving privilege? Yes No

Do you have liability, and uninsured/underinsured and/or medical payment insurance on your personal auto(s)? Fully describe: _____

Have you accumulated points on your Ohio motor vehicle driving record because of traffic violations?

Yes No How many? _____ Describe: _____

Please describe any activities or special skills, certifications, licenses you may have acquired which might be helpful to you in the job for which you are applying. _____

Describe familiarity with computers: _____

Please circle the highest grade or year completed in the following categories:

Grade School	1	2	3	4	5	6	7	8	Diploma/Degree
High School	9	10	11	12					_____
College	1	2	3	4	5				_____
Trade/Technical School	1	2	3	4	5				_____
Name of last school you attended	_____								

Have you been convicted of a criminal offense? Yes No

Have you been released from incarceration or probation for a criminal offense conviction? Yes No

If the Answer to either question is "Yes," please provide the following for each conviction:

Date(s) of the conviction(s): _____ Date(s) of incarceration or probation: _____

Description of each offense for which you were convicted. _____

Sentence or penalty imposed. _____

IMPORTANT NOTE: A criminal record will not automatically disqualify you from consideration or hire. We will evaluate the nature of the offense, the amount of time elapsed, and the relationship of the offense to the job position for which you are being considered in making hiring decisions.

MILITARY SERVICE RECORD

Were you in the U.S. Armed Forces? Yes No If yes, what Branch? _____

Dates of duty: From _____ to _____ Rank at discharge: _____

List duties in the service including special training: _____

EMPLOYMENT HISTORY

Begin with your present or most recent employer, then your next previous one, etc. Please be complete.
****DO NOT USE SEE RESUME****

1. Present or Last Employer _____	Address _____
_____ Type of Business _____	
Beginning Position _____	Ending Position _____
Beginning Wages \$ _____ per _____	Ending Wage \$ _____ per _____
Name of Supervisor _____	Employed from _____ to _____
Please describe the work you performed and your responsibilities _____	

Reason for leaving _____	
May we contact this employer now? Yes <input type="checkbox"/> No <input type="checkbox"/> Phone # _____	

2. Employer _____ Address _____

_____ Type of Business _____

Beginning Position _____ Ending Position _____

Beginning Wages \$ _____ per _____ Ending Wage \$ _____ per _____

Name of Supervisor _____ Employed from _____ to _____

Please describe the work you performed and your responsibilities _____

Reason for leaving _____

May we contact this employer now? Yes No Phone # _____

3. Employer _____ Address _____

_____ Type of Business _____

Beginning Position _____ Ending Position _____

Beginning Wages \$ _____ per _____ Ending Wage \$ _____ per _____

Name of Supervisor _____ Employed from _____ to _____

Please describe the work you performed and your responsibilities _____

Reason for leaving _____

May we contact this employer now? Yes No Phone # _____

4. Employer _____ Address _____

_____ Type of Business _____

Beginning Position _____ Ending Position _____

Beginning Wages \$ _____ per _____ Ending Wage \$ _____ per _____

Name of Supervisor _____ Employed from _____ to _____

Please describe the work you performed and your responsibilities _____

Reason for leaving _____

May we contact this employer now? Yes No Phone # _____

PERSONAL REFERENCES (Not former employers or relatives)

NAME AND OCCUPATION	ADDRESS	PHONE NUMBER

Please read the following paragraphs carefully. By signing below, I certify that I have read, understand, and agree to each of the following statements:

All of the information I have supplied on this application and any supporting documents is true, accurate, and complete to the best of my knowledge, and I have not knowingly withheld any information, which, if known to HARCATUS, would affect my application unfavorably. If I am hired by HARCATUS, and if HARCATUS discovers at any time during my employment that any of the statements or answers on this application are false, misleading, or incomplete, I may be dismissed immediately from my job. This employment application will be considered active for sixty (60) days from the date below. If I wish to be considered for a job with HARCATUS after a sixty-day period, I must complete another application.

I agree to submit to a medical examination which may include testing for drugs or alcohol prior to the beginning of my employment, and drug or alcohol testing on a random, for cause, or post accident basis, after my employment begins. I understand if I am employed by HARCATUS, I may also be required to undergo a medical examination. I understand that nothing in this employment application creates a contract of employment between HARCATUS and me. If I am hired by HARCATUS my employment and compensation are "at will", which means that my employment can be terminated either by the Agency or me.

I agree to release to HARCATUS or its designated agents all medical information, including but not limited to files, reports, x-rays, evaluations, and opinions held by medical personnel, to the extent such information is job-related and consistent with the Agency's business needs as permitted by law. I acknowledge that this is a general release and that, if hired, it remains in effect for the duration of my employment.

I give HARCATUS permission to conduct any investigation regarding the information contained in my employment application, which the Agency believes is necessary to determine my qualifications for employment with this Agency. I give HARCATUS permission to contact any former employer, school, college, or university, credit, finance bureau, or office, any personal or professional references listed in this application, or any other appropriate source or individual for the purpose of gathering any information, personal or otherwise, that such sources may have about my character, general reputation, criminal conviction record, credit, education, or employment record, and I give my consent to any such source to release to the Agency whatever information they have about me. I also unconditionally release all named and unnamed sources from any and all liability, which might result from furnishing information about me.

Date

Signature

Please print name here

*A resume may be attached to, or submitted along with, this document. If attached or submitted, the resume also becomes an application for employment and may be researched for accuracy and truthfulness.

Thank you for your interest in our Agency.