

Application For Employment

Shalom House, Inc.

106 Gilman St. Portland, ME 04102

(207) 874-1080

FAX (207) 553-2279

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

(PLEASE PRINT)

Name (last, first, middle) _____	Date: _____	
Street Address _____		
City _____	State _____	Zip Code _____
Telephone Number _____ or _____		Social Security Number _____

The position you are applying for is _____

Are you legally eligible to work in the United States?

Yes

No

Proof of citizenship or immigration status will be required upon employment.

If you are under 18 years of age, can you provide required proof of your legal eligibility to work?

Yes

No

Have you ever been employed with us before?

Yes

No

If yes give date _____

Are you currently employed?

Yes

No

May we contact your present employer?

Yes

No

Are you available to work:

Full Time

Part Time

Shift Work

Per Diem

Have you been convicted of a crime?

Yes

No

A conviction will not necessarily disqualify you from employment. Full disclosure is expected. If hired omitted or misleading information will be grounds for dismissal.

If Yes, please explain _____

Are you able to perform the essential functions of the job as described with or without reasonable accommodations?

Yes

No

(please do not answer this question unless a job description is attached)

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Education

Please make sure that each section is filled out, do not write “please see resume”.

	Name and Address of School	Course of Study	# of Years Completed	Diploma Degree
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				

Describe any job-related training received in the United States Military.

Employment Experience

Please make sure that each section is filled out, do not write “please see resume”.

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

1. Employer	Date Employed		Work Performed
	From	To	
Address			
Telephone #	Hourly Rate/Salary		
	Starting	Final	
Job Title	Supervisor		
Reason for Leaving			

Please make sure that each section is filled out, do not write “please see resume”.

2. Employer	Date Employed		Work Performed
	From	To	
Address			
Telephone #		Hourly Rate/Salary	
		Starting	Final
Job Title	Supervisor		
Reason for Leaving			

3. Employer	Date Employed		Work Performed
	From	To	
Address			
Telephone #		Hourly Rate/Salary	
		Starting	Final
Job Title	Supervisor		
Reason for Leaving			

<p><u>Other Qualifications</u> Summarize special job-related skills and qualifications acquired from employment or other experience.</p> <hr/> <hr/> <hr/>

Please complete the following questions (Application will be considered incomplete if this section is not completed):

1. Why are you interested in working in an agency whose focus is working with adults with mental illness?

Applicant's Statement

**I certify that answers given herein are true and complete to the best of my knowledge.
I authorize investigation of all statements contained in this application for employment.**

I hereby understand and acknowledge that, any employment relationship with **Shalom House, Inc.**

is of an *"at will"* nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this *"at will"* employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of Shalom House, Inc.

Signature of Applicant

Date

For Personnel Department Use Only

Notes _____
