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| **Homes First**  **APPLICATION FOR EMPLOYMENT** |

*Homes First is an equal opportunity employer. Qualified applications are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, or the presence of a non job-related condition or disability.*

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| **POSITION APPLIED FOR:** | Resource and Admin Assistant |  | **APPLICATION DATE:** |  |

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| **REFERRAL SOURCE:** |  | **Advertisement (source)** |  |  | **Walk-in** |  | **Homes First Employee** | |  |
|  | **Government Employment Agency** | |  | **Relative** |  | **Other (specify)** | |  |
|  | **Private Employment Agency** | |  | **Job Announcement (where)** | | |  | |
|  | **Homes First Web Site** | |  | **Other Web Site (specify)** | | |  | |

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| **NAME:** | |  | | | | |  |  | | | | |  |  | |
|  | | **LAST** | | | | |  | **FIRST** | | | | |  | **MIDDLE INITIAL** | |
|  | | | | | | | | | | | | | | | |
| **ADDRESS:** | |  | | | | |  |  | |  | |  |  |  | |
|  | | **NO. AND STREET** | | | | |  | **CITY** | |  | | **STATE** |  | **ZIP** | |
|  | | | | | | | | | | | | | | | |
| **PHONE:** | **Day** | |  | **Eve** |  | **Best time to call** | | |  | | **May we call you at work?** | | | | **Yes**  **No** |
| **EMAIL:** |  | | |  |  |  | | |  | |  | | | |  |

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| **Have you ever applied for employment with us? If yes, month and year** |  | **Position** |  |
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***Please Note:*** *A complete background check will be completed prior to employment. No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The nature of the offense, date of the offense, the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.*

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| **Are you legally eligible for employment in the United States?** | **Yes  No** | | **Salary desired:** |  |
| *(Proof of U.S. citizenship or immigration status will be required upon employment)* | | | | |
| **Are you able to perform the essential function of the job for which you are applying?** | | **Yes  No** | | |
| *(We comply with ADA and consider reasonable accommodations that may be necessary for eligible applicants/employees to perform essential function. Hiring may be subject to passing a medical examination, and to skill and agility tests.)* | | | | |

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| **Type of employment desired:** | | | ***Full Time*** | | ***Part Time*** | | ***Hours preferred:*** | | |  | | ***Date you can start:*** | | |  | |
|  | | | |  | |  | | | | | | |  | | | |
| **Are you currently employed?** | | | | **Yes  No** | | **If yes, may we contact your present employer?** | | | | | | | **Yes  No** | | | |
| **Are you willing to relocate?** | | | | **Yes  No** | | **Will you travel if job requires it?** | | | | | | | **Yes  No** | | | |
| **Will you work overtime if required?** | | | | **Yes  No** | | | | | | | | | | | | |
| **EDUCATIONAL BACKGROUND** | | | | | | | | | | | | | | |
| **SCHOOL LEVEL** | **NAME AND LOCATION OF SCHOOL** | | | | | | | **NUMBER OF**  **YEARS ATTENDED** | | **DIPLOMA/**  **DEGREE** | | | **SUBJECTS/**  **MAJORS** | |
| **High School** |  | | | | | | |  | |  | | |  | |
|  | | | | | | |
| **College** |  | | | | | | |  | |  | | |  | |
|  | | | | | | |  | |  | | |  | |
| **Trade/Business**  **Professional School** |  | | | | | | |  | |  | | |  | |
| **Languages (read, write or speak)** | | | | | | | | | | | | | | |
| **Membership in professional organizations:** | | | | | | |  | | | | | | | |
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| **PREVIOUS EMPLOYMENT** | | *Please explain any gap in your employment history. Attach an additional sheet if necessary. List most recent employer first.* | | | |
| 1. **Company name** | | **Phone: Ext:**  (     )   - | | | **Employment (Mo and Yr)**  **From:**       **To:** |
| **Address:** | **City:** | | **ST:** | **ZIP:** | **Position Title:** |
| **Name of Supervisor:** | | **Reason for Leaving:** | | | |
| **Describe Your Work:** | | | | | |

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| 1. **Company name** | | **Phone: Ext:**  (     )   - | | | **Employment (Mo and Yr)**  **From:**       **To:** |
| **Address:** | **City:** | | **ST:** | **ZIP:** | **Position Title:** |
| **Name of Supervisor:** | | **Reason for Leaving:** | | | |
| **Describe Your Work:** | | | | | |

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| 1. **Company name** | | **Phone: Ext:**  (     )   - | | | **Employment (Mo and Yr)**  **From:**       **To:** |
| **Address:** | **City:** | | **ST:** | **ZIP:** | **Position Title:** |
| **Name of Supervisor:** | | **Reason for Leaving:** | | | |
| **Describe Your Work:** | | | | | |

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| 1. **Company name** | | **Phone: Ext:**  (     )   - | | | **Employment (Mo and Yr)**  **From:**       **To:** |
| **Address:** | **City:** | | **ST:** | **ZIP:** | **Position Title:** |
| **Name of Supervisor:** | | **Reason for Leaving:** | | | |
| **Describe Your Work:** | | | | | |

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| **Do not contact employer #** |  | **Reason** | |  | |
| **Do not contact employer #** |  | **Reason** | |  | |
| **Do not contact employer #** |  | **Reason** | |  | |
|  | | | | | |
| **Personal computers, spreadsheet, word processing or other business software used:** | | | | |  |
|  | | | | | |
| **Additional knowledge, skills and abilities:** | | |  | | |

*I authorize investigation of all statements contained in this application. I understand that any misrepresentation, falsification or material omission of information may result in my failure to receive an offer, or, if I have been hired, in my dismissal from employment. In consideration of my employment, I agree to conform to the rules and standards of Homes First and agree that my employment and compensation can be terminated at will, with or without cause, and with or without notice, at any time, either at my option or at the option of the organization. I understand that no employee or representative of Homes First, other than the Chief Executive Officer, has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing.*

*I also understand that all offers of employment are conditioned on the provision of satisfactory background check & proof of an applicant’s identity and legal authority to work in the U.S. Offers of employment are also conditioned on the Homes First’s receipt of satisfactory responses to reference requests.*

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| **Signature:** |  | **Date:** |  |
| **Email:** |  |  |  |

Your email will be considered as a signature. If you are selected for an interview, you will be asked to sign your application at the time of the in –person interview. If you do not have an email address, please print, sign and mail or email to jobs@homesfirst.org with all of the required documents.