



Heart and Soul

Application for Employment

PERSONAL INFORMATION (a P.O. Box address is not acceptable)

Name _____ Address _____
 City _____ State _____ Zip _____
 Home Phone Number (____) _____ - _____ Social Security Number _____ - _____
 Referred By _____
 Have you ever been convicted of a criminal offense? Yes No
 If yes, please explain: _____

EMERGENCY INFORMATION

Name of Contact _____ Relationship _____
 Phone (____) _____ - _____ Address _____
 City _____ State _____ Zip _____

EMPLOYMENT DESIRED

Program _____ Position _____
 Salary Needs \$ _____ Date You Can Start _____
 Can you work? Full Time Part Time Shift Temporary/Hourly
 Can employer be called? Yes No Give date if ever employed by Heart and Soul _____

EDUCATION

	HIGH SCHOOL	COLLEGE/UNIVERSITY	GRADUATE/PROFESSIONAL
School Name			
School Address			
Years Completed	9 10 11 12	1 2 3 4	1 2 3 4
Diploma/Degree			

GENERAL

Subjects of Special Study or Research Work _____

 Job Related Skills (typing, driver's license, etc.) _____

 Activities Other Than Religious (Civic, Athletic, etc.) _____

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FORMER EMPLOYERS (cannot state "refer to resume" - employer section must be completed in full)

DATES EMPLOYED	EMPLOYER'S NAME & ADDRESS	SALARY	REASON FOR LEAVING

REFERENCE (List three persons you have known for one year who are not related to you.)

Name	Address	Phone Number

PHYSICAL RECORD

Do you have any physical condition which may limit your ability to perform the job applied for?

Yes No If yes, please explain: _____

Applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital status or the presence of a non-job related medical condition of handicap.

I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for is cause for dismissal. Further, I understand and agree that my employment is for no definite period of time, regardless of the date of payment of my wages and salary; I may be terminated at any time without any previous notice.

DATE _____ SIGNATURE _____