



Hannah Grace
HOMES
APPLICATION FOR EMPLOYMENT

All information must be completed to be considered. Please answer all questions. Resumes are not a substitute for a completed application.

We are an equal opportunity employer. Applicants are considered for positions without regard to veteran status, uniformed service member status, race, color, religion, sex, national origin, age, physical or mental disability, genetic information or any other category protected by applicable federal, state, or local laws.

THIS COMPANY IS AN AT-WILL EMPLOYER AS ALLOWED BY FLORIDA STATE LAW. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS APPLICATION, IF HIRED, THE COMPANY OR I MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE.

General Info

Please Print

Date _____

Name: _____

Current Address: _____ City: _____ State: _____ Zip Code: _____

How long have you lived there? _____/_____ (Years/Months)

Home Phone _____ Cell Phone: _____

Email Address _____

Other names used in the past seven years: _____

PREVIOUS ADDRESSES IN LAST 12 MONTHS – 5 YEARS (IF OUT OF STATE)

ADDRESS	CITY	STATE	ZIP CODE

Position applying for: _____ Desired Salary/Hourly Rate: _____

Have you ever applied here before? Yes No If yes, when? _____

Have you ever worked here before? Yes No If yes, when? _____

Type of work desired: Full Time Part Time (Specify Hours) _____

Are you presently employed? Yes No If yes, may we contact your current employer? Yes No

Date on which you can start work if hired _____

Do you have any friends or relatives that work here? Yes No

If yes, please list name(s)/relationship(s) _____

Are you legally eligible for employment in the United States? Yes No

Have you ever been terminated or asked to resign from any job? Yes No IF yes, how many times? _____

Has your employment ever been terminated by mutual agreement? Yes No IF yes, how many times? _____

Have ever been given the choice to resign rather than be terminated? Yes No IF yes, how many times? _____

If you answered YES to any of above three questions, please explain the circumstances of each occasion.

EDUCATION

EDUCATION	School Name/Location	Course of Study	Graduate? Y or N	# of Years Completed	Degree/Major
High School					
College					
Bus./Tech/Trade or Post College					

WORK EXPERIENCE

Please list the names of your present and/or previous employers in chronological order with present or most recent employer listed first. Provide information for at least the most recent 10 year period. Attach additional sheets if needed. If self-employed, supply firm name and business references. You may include any verifiable work performed on a volunteer basis or internships. Please explain any gaps. Your failure to completely respond to each inquiry may disqualify you for consideration from employment. Do not answer, "See resume."

Employer #1

Name _____ Address _____ Type of Business _____

Phone _____ Dates Employed: From ____/____/____ To ____/____/____

Job Title _____ Duties _____

Supervisor's Name _____ May we contact? Yes No

If No, why not? _____

Wages Start _____ Final _____ Reason for Leaving _____

What will this employer say was the reason your employment terminated? _____

How much notice did you give when resigning? If none, explain _____

Employer #2

Name _____ Address _____ Type of Business _____
Phone _____ Dates Employed: From ____/____/____ To ____/____/____
Job Title _____ Duties _____
Supervisor's Name _____ May we contact? Yes No
If No, why not? _____
Wages Start _____ Final _____ Reason for Leaving _____
What will this employer say was the reason your employment terminated? _____
How much notice did you give when resigning? If none, explain _____

Employer #3

Name _____ Address _____ Type of Business _____
Phone _____ Dates Employed: From ____/____/____ To ____/____/____
Job Title _____ Duties _____
Supervisor's Name _____ May we contact? Yes No
If No, why not? _____
Wages Start _____ Final _____ Reason for Leaving _____
What will this employer say was the reason your employment terminated? _____
How much notice did you give when resigning? If none, explain _____

References

Name	Occupation	Address	Phone or Email	# of Yrs. Known

CONVICTIONS/CIVIL LAWSUITS

FOR PURPOSES OF THE FOLLOWING QUESTION, "CONVICTED" INCLUDES PLEADING GUILTY OR NOLO CONTENDERE, REGARDLESS OF ADJUDICATION. A conviction does not automatically mean you won't be considered for employment. What you were convicted of and how recently will be evaluated in relation to the position for which you are applying. Give all facts so that a decision can be made. If your answer is "YES", list all convictions against you in a court of law to include criminal convictions. Traffic violations within the last three years (other than parking), and/or accidents for which you have been charged must be listed below. You may omit: (1) Traffic violations for which you paid a fine of \$30.00 or less; (2) any offense committed before your 18th birthday which was finally adjudicated in a juvenile court or under a youth offender law.

Have you ever pled "guilty" or "no contest" to, or been convicted of, any crime, other than minor traffic offenses? This includes any charge where adjudication has been withheld. Yes No

Are you now, or have you ever been, on probation or involved in a pretrial intervention program, where criminal charges were subject to dismissal if you successfully completed the probation or program?

Do you currently have any charges pending disposition? Yes No

If Yes to any of the above questions, complete this section: Yes No

Date	Offense	Sentence/Details

Has a lawsuit ever been filed against you, in which it was alleged that you intentionally injured, threatened or defrauded another person or company? Yes No

If yes, please indicate the nature of the lawsuit, the approximate date the suit was filed, the court in which it was filed, and the disposition of the action:

CERTIFICATION OF INFORMATION CONSENT

I certify that all the information I have given on this application is true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application and hereby release the company from any liability as a result of such investigation. I understand that misrepresentations, omissions of fact and/or incomplete or untrue information requested in this application will remove me from further consideration for employment. I understand also that if employed, my employment will be subject to termination if any of the information contained herein is subsequently found to be untrue, to contain misrepresentations or to contain omissions of fact.

I understand that, if employed, my employment with the company is for no specific term and may be terminated by me or the employer with or without notice or cause at any time. I further understand that no oral promise, employer policy, customer business practice or other procedure (including the employer's personal handbook or any company manuals) constitute an employment contract or modification of the at-will employment relationship between me and the company.

I acknowledge that this application will remain active for 90 days from the date of application. If I have not been offered employment at the conclusion of the 90 day period, it is my responsibility to complete a new application if I still wish to be considered for employment by the company.

I understand that if I receive an offer of employment, the offer is contingent on my passing a background check and drug screening to the satisfaction of Hannah Grace. Upon conditional offer of employment, I agree to undergo pre-employment urinalysis and/or blood tests. REFERENCES Please list the names of personal references we may contact who are not relatives by a doctor selected by the company and understand the cost of same will be paid by the company. I further understand that during my employment the company may require me to undergo blood and/or urinalysis tests, as a condition of employment, and that at the time of any such examination, I will be required to execute all forms of consent and release of liability as are usually and reasonably attendant to such examinations, and that refusal to submit to such testing may be grounds for dismissal. I understand that the results of any such examinations and/or tests shall be made available to the company, and certain of its employees or agents, on a need to know basis.

If employed by the company, I understand and agree that the company, to the extent permitted by federal, state, and local law, may exercise its right, without warning or notice, to conduct investigations of property (including, but not limited to, files, desks, vehicles, and computers) and, in certain circumstances, my personal property.

I understand and agree that as a condition of employment and to the extent permitted by federal, state, and local law, I may be required to sign a confidentiality, and/or conflict of interest statement.

Further, if hired, I authorize the company to provide truthful information concerning my employment to future employers and hold the company harmless for providing such information.

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Signature of Applicant: _____ Date: _____

No person shall, on the basis of race, color, religion, national origin, sex, age, sexual orientation, or disability be excluded from participation in, be denied the benefits of, or be subjected to unlawful discrimination under any program or activity receiving or benefitting from federal financial assistance and administered by the Lake County Kids System of care. Foreign language and sign language interpreters will be made available at no charge to the client. Prospective Employer: Hannah Grace Homes/NCLL

RELEASE FORM

In connection with my application for employment (including contract for services) with Hannah Grace Homes, I understand that investigative background inquiries are to be made concerning myself including consumer reports, investigative consumer reports, criminal, driving, and other reports. These reports may include information as to my character, credit worthiness, general reputation, personal characteristics, mode of living, work habits, performance, and experience along with reasons for termination of past employment from previous employers. I have a right to request disclosure of the nature and scope of the report, which involves personal interviews with sources such as neighbors, friends, or associates. I authorize, without reservation, any party or agency contacted by this employer or its agent to furnish the above-mentioned information:

Full Name- *Please Print*: _____

Social Security Number: _____

Date of Birth: _____

(You are not obligated to provide us with your DOB at this time. If a job offer is extended to you, your DOB will be needed to obtain accurate retrieval of records. You may wait to give us your DOB until the time a job offer is extended to you.)

Current Address: _____

City: _____ State: _____ Zip: _____

Driver's License Number: _____

State Issued: _____ Expiration Date: _____

Applicant's Signature: _____

Prospective Employer: Hannah Grace Homes.

CONSENT TO BACKGROUND INVESTIGATIVE RELEASE OF INFORMATION

In connection with my application for employment with Hannah Grace, and in accordance with the Federal Fair Credit Reporting Act (FCRA), I authorize A Kid's Place and its respective agents to solicit information about my background including, but not limited to, information as to my job experience and performance, education, consumer credit history, driving record, military service records, criminal records, civil litigation records, and general public records history. I also authorize the procurement of an investigative consumer report. I understand that such an investigative consumer report may contain information about my background, mode of living, character and personal reputation, and that under the FCRA, I am entitled to be advised of the nature and scope of the investigation requested within a reasonable time after I request this information, in writing, from A Kid's Place. I also understand that I may request a summary of my rights under the FCRA if I am notified that an investigative consumer report has been procured. I understand I may contact the Federal Trade Commission about my rights under the FCRA as a consumer regarding consumer records and consumer reporting agencies.

Print Name: _____

Applicant's Signature: _____ Date: _____

Prospective Employer: Hannah Grace Homes