

Hannah's House Application for Employment

Revised June 2023

We offer equal employment opportunity to all applicants, based on individual merit and ability, without regard to race, color, national origin, age, disability or marital status.

PLEASE PRINT

Position(s) applied for:	Date of Application
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Last Name	First Name	MI
Street Address, City, State and Zip		
Cell Phone:	Email:	
DOB:	Social Security Number:	

SCHOOLING	NAME OF SCHOOL AND CITY	COURSE OF STUDY	YRS COMPLETED	DIPLOMA/ DEGREE
High School				
Trade School				
Undergrad Studies				
Graduate/ Professional				

List Professional Licenses or Registrations	State	Number	Expiration Date

Describe any relevant specialized training, apprenticeship, skills and/or extra-curricular activities.

Are you 18 years of age or older (please circle response)	Yes	No
Have you ever filed an application with us before? If so, provide date.	Yes	No
Do any of your friends or relatives work or volunteer here?	Yes	No
Were you ever employed at a maternity home? If yes, provide Name, Address, and Phone.	Yes	No
Are you currently employed?	Yes	No
May we contact your employer?	Yes	No
Are you prevented from lawfully becoming employed in the U.S. due to Viusa or Immigration Status?	Yes	No
Are you currently laid off and subject to recall?	Yes	No
Have you ever participated in, or been accused, charged or convicted of child abuse or child molestation?	Yes	No
Have you ever been convicted of a felony?	Yes	No

Date Available to Begin Work: _____

Salary Range Desired: _____

Best Time to Contact You: _____

Which of the Times/Shifts Listed Would You Be Available to Work?

- _____ **Part time: Sunday 6:00 pm - Monday 6:00 pm (House Manager)**
- _____ **Part time: Monday 6:00 pm - Wednesday 6:00 pm (House Manager)**
- _____ **Part time: Wednesday 6:00 pm - Friday 6:00 pm (House Manager)**
- _____ **Part time: Alternate Weekends: Friday 6:00 pm - Sunday 6:00 pm (House Manager)**
- _____ **Part time: 15-20 hours/week, variable times (Development Coordinator)**

Summarize Job Related skills and/or qualifications:

References	Name	Address	Phone	Email
Pastor				
Personal				
Professional				

Work Experience (Begin with current or most recent position; include any volunteer roles)

Employer & Address		
Job Title & Supervisor		
Phone or Email		
Work performed		
Reason for leaving		
Hourly/Rate or Salary	Starting:	Final:

Employer & Address		
Job Title & Supervisor		
Phone or Email		
Work performed		
Reason for leaving		
Hourly or Salary	Starting:	Final:

Employer & Address		
Job Title & Supervisor		
Phone or Email		
Work performed		
Reason for leaving		
Hourly or Salary	Starting:	Final:

Employer & Address		
Job Title & Supervisor		
Phone or Email		
Work performed		
Reason for leaving		
Hourly or Salary	Starting:	Final:

Are you capable of performing in a reasonable manner, with or without reasonable accommodations the activities involved in the position for which you are applying?

HOUSE MANAGER: includes climbing up and down stairs, carrying orders up to 30 lbs.

Yes _____ No _____

DEVELOPMENT COORDINATOR: Computer literacy including: Word, Excel, Powerpoint, able to modify Website Content and Build databases for mailings.

Yes _____ No _____

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I authorize Hannah’s House to conduct a criminal background check.

Further, I certify that copies of this statement constitute authorization for any past employers, companies, schools, universities and persons to provide Hannah’s House with any and all information they may have regarding my employment or academic record, including, but not limited to, performance, attendance, attitude, ability and conduct.

I hereby release said past employers, companies, schools, universities and persons from all liability for any damage that may result from providing such information.

I understand and acknowledge that unless otherwise defined by applicable law, any employment relationship with this organization is of an *At Will* nature, which means that the employee may resign at any time and the employer may discharge the 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 an authorized executive of this company specifically acknowledges such change in writing.

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 the employer. Further, I understand that I may be required to submit to an employment physical examination for the purpose of determining whether I have any physical or medical impairments or contagious diseases which might interfere with my ability to do the job for which I have been hired.

I also certify the the answers given in this employment application are true and complete to the best of my knowledge.

Signature of Applicant _____ Date _____