



APPLICATION FOR EMPLOYMENT

Thank you for your interest in employment with Home of the Sparrow. Home of the Sparrow's mission is to provide hope, opportunity and support that empowers women and children as they journey from homelessness to self-sufficiency.

Home of the Sparrow is an equal opportunity employer. Our policy is to provide equal employment opportunities and to treat applicants and employees in all interactions with the agency without regard to race, color, creed, religion, national origin, ancestry, sex, marital status, disability, sexual orientation, age, military status, veteran status, pregnancy or any other basis protected by federal, state or local law. Decisions regarding recruitment, selection, development and advancement of employees are based on merit, qualifications, demonstrated skill and achievements.

PERSONAL INFORMATION

Name: _____ Today's Date: _____
Current Address: _____
City: _____ State: _____ Zip Code: _____
Day Phone or Cell: _____ Email: _____

EMPLOYMENT INFORMATION

What position you are applying for? _____

Part Time____ Full Time____ Have you worked for us in the past? Yes____ No ____

If yes, what department?_____ What dates?_____ to _____

How did you hear about Home of the Sparrow? Newspaper____ Online ____ HOS Employee____
Other_____

Are you eligible for employment in the United States? Yes____ No____

Are you willing to undergo a background screening compliant with federal/state regulations? Yes____ No____

EMPLOYMENT HISTORY

Do you have reliable transportation? Yes____ No____

Please tell us about your employment history and experience. Begin with your most recent employer. Please include the past three employers. Writing "SEE RESUME" is not acceptable.

1. Employer _____ Address _____
Start Date _____ Contact Name _____ Telephone _____
Title _____
Primary Duties _____
End Date _____ Reason you left _____
May we contact this employer? Yes ___ No ___

2. Employer _____ Address _____
Start Date _____ Contact Name _____ Telephone _____
Title _____
Primary Duties _____
End Date _____ Reason you left _____
May we contact this employer? Yes ___ No ___

3. Employer _____ Address _____
Start Date _____ Contact Name _____ Telephone _____
Title _____
Primary Duties _____
End Date _____ Reason you left _____
May we contact this employer? Yes ___ No ___

EDUCATION

School Name and Address	Major/Field of Study	Graduate Yes or No	Degree Earned
High School			
College/University			
Post-Graduate			
Trade School			

General Information

Additional skills/interests: _____

Any other vocational/formal training/internships: _____

Military experience: _____

Volunteer experience: _____

ACKNOWLEDGMENTS, AUTHORIZATIONS & RELEASES

I certify that the information contained in this application is complete and truthful to the best of my knowledge. I understand that to falsify information is grounds for refusal to hire or discharging me should I be hired. I understand that my employment is terminable at will at any time by either myself or the company with or without cause. I understand that this application is considered current for sixty (60) days, and if after that time I am still interested in employment, it will be necessary for me to reapply. I also understand that this application represents no contractual agreement of any type. Depending on the position for which I am being considered, I understand that I may be required to take skills tests or assessments. If employed by Home of the Sparrow I will abide by its rules and regulations, which are subject to change.

(Signature)

Date

Please email your resume and job application to humanresources@hosparrow.org