

# L'Arche Jacksonville (Harbor House)

## APPLICATION FOR EMPLOYMENT

Revised on July 6, 2020

We are an equal opportunity employer, dedicated to non-discrimination in employment on the basis of race, color, age, sex, national origin, disability or marital status.

Position \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_  

\_\_\_\_\_ First
\_\_\_\_\_ Middle
\_\_\_\_\_ Last
\_\_\_\_\_ Maiden

Address \_\_\_\_\_  

\_\_\_\_\_ Street
\_\_\_\_\_ City
\_\_\_\_\_ State
\_\_\_\_\_ Zip

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Date of Birth \_\_\_\_\_

In case of emergency, please notify \_\_\_\_\_ Phone \_\_\_\_\_

Date available for employment \_\_\_\_\_

Are you currently employed?  Yes  No     May we inquire of your present employer?  Yes  No

Have you ever been disciplined or fired?  
 \_\_\_\_\_

Do you hold a valid driver's license?  Yes     No    How many years have you been licensed to drive \_\_\_\_\_

Have you served in the military?     Yes     No

Dates of service \_\_\_\_\_ Type of discharge \_\_\_\_\_  
From                                  To

Have you ever been convicted of a crime, entered a plea of "no contest", had prosecution deferred or adjudication withheld for any crime, except a minor traffic violation?     Yes     No  
 If yes, please state the following:

(a) number of convictions \_\_\_\_\_

(b) nature of offense(s) \_\_\_\_\_

(c) date of conviction(s) \_\_\_\_\_

(d) your age at time of conviction(s) \_\_\_\_\_

### EDUCATION

High School or GED: name, city, state \_\_\_\_\_  
 Received/date graduated \_\_\_\_\_

College/University: name, city, state \_\_\_\_\_  
 Years Completed or Degree Received: \_\_\_\_\_

Other: \_\_\_\_\_

**EMPLOYMENT HISTORY**

All information must be supplied on this application

Present or Most Recent Employer May we contact at this time? Yes( ) No( )

Employed From (month/year) Employed To (month/year) Job Description

Address City State Zip

Job Title - Start

Job title - Termination

Reason for leaving or considering leaving

Name of Immediate Supervisor Telephone No.

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Previous Employers (if employed less than 10 years in above position)

Employer

Employed From (month/year) Employed To (month/year) Job Description

Address City State Zip

Job Title - Start Job Title - Termination

Reason for leaving

Name of Immediate Supervisor Telephone No.

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Employer

Employed From (month/year) Employed To (month/year) Job Description

Address City State Zip

Job Title - Start Job Title - Termination

Reason for leaving

Name of Immediate Supervisor Telephone No.

\_\_\_\_\_

**REFERENCES**

(Give below the names of three persons (at least 2 professional, 1 friend/acquaintance) not related to you, whom you have known at least one year)



hiring process at any time after I am employed may result in my dismissal.

I hereby authorize L'Arche Jacksonville to investigate all statements contained in this application, to interview the references and previous employers listed in this application. I authorize the references and previous employers listed to give L'Arche Jacksonville all facts, opinions, and evaluations concerning my previous employment and any other information they may have, personal or otherwise, and release all such parties from any liability which may allegedly arise from furnishing such information to L'Arche Jacksonville (Harbor House), including, but not limited to, any liability for defamation or invasion of privacy.

I certify that I have read, understand, and agree with all the above.

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Date