

**BARBARA KETTLE GUNDLACH SHELTER**  
**Application for Employment**

(Please Print)

Position(s) Applied for	Date of Application
-------------------------	---------------------

Last Name	First Name	Middle Initial
Address <i>Number</i>	<i>Street</i>	<i>City</i> <i>State</i> <i>Zip Code</i>
Telephone Number(s)		Social Security Number

If you are under 18 years of age, can you provide required proof of your eligibility to work?  Yes       No

Have you ever filed an application with us before?  Yes       No  
 If Yes, give date \_\_\_\_\_

Have you ever been employed with us before?  Yes       No  
 If Yes, give date \_\_\_\_\_

Are you currently employed?  Yes       No  
 Are you authorized to work in the United States?  Yes       No

On what date would you be available for work? \_\_\_\_\_  
 Are you available to work     Full time       Part time       Temporary

Can you travel if a job requires it?  Yes       No  
 Are you available to work weekends or evenings when required by the position you have applied for?  Yes       No

**License/ Certification**

If the job you are applying for required driving a vehicle, do you possess a valid Michigan driver's license?  Yes       No

If yes, indicate Driver's License Number: \_\_\_\_\_

Is your license invalid or has it ever been revoked, suspended or restricted?  Yes       No

If yes, please explain: \_\_\_\_\_

Please list any other license, registration, certificate, etc. which is related to the job you are applying.

\_\_\_\_\_

Have you ever had a license, registration, certificate, etc. related to this position you are applying for suspended, revoked, or placed on probation for any reason?  Yes       No

If Yes, please explain \_\_\_\_\_

Have you been convicted of a crime?  Yes       No  
*Conviction will not necessarily disqualify an applicant from employment.*

If Yes, please explain when, where and the nature of the offense.  
 \_\_\_\_\_

Are there any felony charges pending against you at this time?

**BARBARA KETTLE GUNDLACH SHELTER IS AN EQUAL OPPORTUNITY EMPLOYER**

**Education**

<b>Elementary School</b>	<b>High School</b>	<b>Undergraduate College/ University</b>	<b>Graduate Professional</b>
--------------------------	--------------------	--	----------------------------------

<b>School name and location</b>																	
<b>Years Completed</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<b>Diploma/ Degree</b>																	
<b>Describe Course of Study</b>																	

<p><b>Describe any specialized training or skills you have:</b></p> <p><b>Describe any professional honors you have received:</b></p>
--

Indicate any foreign languages you can speak, read and/or write \_\_\_\_\_

**Employment History**

Please give an accurate, complete full-time and part-time employment record. Start with present or most recent employer, and go back a minimum of ten (10) years. Do not omit any employment during that time. Add additional sheets if necessary. Answer each question completely and accurately. "See Resume" is not acceptable.

<p>Name and Address of Employer</p> <p>Job Title/ Position Held</p>	<p>Dates of Employment</p> <p>From ___ / ___ / ___ to ___ / ___ / ___</p>
<p>Job Responsibilities</p> <p>_____</p> <p>_____</p> <p>_____</p>	
<p>Supervisor's Name and Title _____</p> <p>Work Telephone ( ) _____</p>	
<p>Reason for Leaving: <input type="checkbox"/> Voluntary      <input type="checkbox"/> Involuntary</p> <p>Please explain:</p> <p>_____</p> <p>_____</p>	
<p>May we contact your current employer prior to a job offer? <input type="checkbox"/> Yes    <input type="checkbox"/> No</p>	

Name and Address of Employer \_\_\_\_\_

Job Title/ Position Held \_\_\_\_\_ Dates of Employment  
From \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_

Job Responsibilities  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Supervisor's Name and Title \_\_\_\_\_  
Work Telephone ( ) \_\_\_\_\_

Reason for Leaving: Voluntary Involuntary  
Please explain:  
\_\_\_\_\_  
\_\_\_\_\_

May we contact your current employer prior to a job offer? Yes No

Name and Address of Employer \_\_\_\_\_

Job Title/ Position Held \_\_\_\_\_ Dates of Employment  
From \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_

Job Responsibilities  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Supervisor's Name and Title \_\_\_\_\_  
Work Telephone ( ) \_\_\_\_\_

Reason for Leaving: Voluntary Involuntary  
Please explain:  
\_\_\_\_\_  
\_\_\_\_\_

May we contact your current employer prior to a job offer? Yes No

**References, Title**

Give the name, address, and telephone number of three professional references who are not related to you.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

## Certification

I understand that all information in this application may be checked and I hereby authorize any schools, which I have attended, current and previous employers and organizations named in this application to provide the Barbara Kettle Gundlach Shelter Home with any information that may be requested to make an employment decision. I further authorize the Barbara Kettle Gundlach Shelter Home to conduct any other investigations of the information contained herein. I hereby specifically waive written notice from any and all former employers regarding their disclosure to the Barbara Kettle Gundlach Shelter Home of any information, including disciplinary action.

I specifically authorize any requested law enforcement agencies to release to the Barbara Kettle Gundlach Shelter Home any records of prior criminal convictions it may have or may obtain from other sources.

I understand that any omission or misrepresentation of information on this application may be sufficient cause for rejection of this application or, if employment has commenced, grounds for immediate dismissal.

I have read and understood the above statement; I hereby certify that all information contained in this application is true, complete and accurate.

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### For Office Use, Only

Job Title \_\_\_\_\_

Arrange Interview  Yes  No

Interview \_\_\_\_\_

Date \_\_\_\_\_

Remarks \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Employed  Yes  No Date of Employment \_\_\_\_\_

By \_\_\_\_\_

Date: \_\_\_\_\_

#### Notes

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

mbn 2017

**BARBARA KETTLE GUNDLACH SHELTER IS AN EQUAL OPPORTUNITY EMPLOYER**