

Residential Advocate - Part-Time positions
Barbara Kettle Gundlach Shelter Home

- Evenings, Nights, Week-ends
- High School Diploma
- Good listening skills, answer Crisis phones, assist clients, understands confidentiality.
- Ability to work as part of a Team. Training provided.
- Application at www.bkgshelterhome.org

E-mail Application/Resume' to bkgshome@pasty.com
by **Monday, December 28th** or mail to
BKG, P.O. Box 8, Calumet, MI 49913
No phone calls, no in-person delivery of Resume'

BARBARA KETTLE GUNDLACH SHELTER

Application for Employment

(Please Print)

Position(s) Applied for	Date of Application
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Last Name	First Name	Middle Initial
Address	Number	Street
		City
		State
		Zip Code
Telephone Number(s)		Social Security Number:
Home:	Cell:	Other:
		E-Mail: (optional)

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Is your license invalid or has it ever been revoked, suspended or restricted?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?

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Education

Elementary School	High School	Undergraduate College/ University	Graduate Professional
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School name and location			
Years Completed	4 5 6 7 8	9 10 11 12	1 2 3 4
Diploma/ Degree			
Describe Course of Study			

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

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: <input type="checkbox"/> Voluntary <input type="checkbox"/> Involuntary Please explain: _____ _____	
May we contact your current employer prior to a job offer? <input type="checkbox"/> Yes <input type="checkbox"/> No	

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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 10/2019

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