



814 N. Kentucky Ave
Lakeland, FL 33801
O: 863.687.8475
F: 863.802.1182
www.talbothouse.org

Employment Application

Talbot House Ministries is an equal opportunity employer/Affirmative Action Employer
This form must be filled out in its entirety and returned prior to the candidates scheduled interview.

Date: _____

Position Applying: _____ Desired Salary: _____

Are you currently employed? : _____ Available start date: _____

Name: _____
Last First Middle

Mailing Address: _____
Street City State Zip Code

Phone: _____ Alternate Phone: _____

Email Address: _____

Emergency Contact: _____ Phone: _____

Office Use Only

Date Received:

Interview:

Decision:

Willing to work: Days | Nights | Weekends | Full-Time | Part-Time

Are you a U.S. Citizen? Yes | No Are you legally entitled to be employed in the U.S.? Yes | No

If Yes, under which provision: U.S. Citizen | Permanent Resident | Non-Immigrant Work Visa

Have you ever been employed by Talbot House? Yes | No If yes, when? _____

Are any relatives employed at Talbot House Ministries? Yes | No

Have you ever resided or received services from Talbot House? Yes | No If yes, when? _____

Please explain:

Have you been convicted of a crime other than a minor traffic offense? Yes | No If yes, when? _____

Please explain:

List all Traffic Violations (Date, Offense, and Location) you received in the last 36 months:

--

EDUCATION

High School or GED: _____
Name
Location
Years Completed
Diploma

College or University: _____
Name
Location
Years Completed
Degree

Vocational / Trade School: _____
Name
Location
Years Completed
Certificate

WORK HISTORY

Begin with recent employment

<p>Previous Employer name, address, and phone number:</p> <div style="border: 1px solid black; height: 80px; width: 100%;"></div> <p>Salary: \$ _____</p>	<p>Position title/duties, skills:</p> <div style="border: 1px solid black; height: 80px; width: 100%;"></div>	<p>Start Date: _____</p> <p>End Date: _____</p> <p>Reason for leaving:</p> <div style="border: 1px solid black; height: 60px; width: 100%;"></div>
<p>Previous Employer name, address, and phone number:</p> <div style="border: 1px solid black; height: 80px; width: 100%;"></div> <p>Salary: \$ _____</p>	<p>Position title/duties, skills:</p> <div style="border: 1px solid black; height: 80px; width: 100%;"></div>	<p>Start Date: _____</p> <p>End Date: _____</p> <p>Reason for leaving:</p> <div style="border: 1px solid black; height: 60px; width: 100%;"></div>
<p>Previous Employer name, address, and phone number:</p> <div style="border: 1px solid black; height: 80px; width: 100%;"></div> <p>Salary: \$ _____</p>	<p>Position title/duties, skills:</p> <div style="border: 1px solid black; height: 80px; width: 100%;"></div>	<p>Start Date: _____</p> <p>End Date: _____</p> <p>Reason for leaving:</p> <div style="border: 1px solid black; height: 60px; width: 100%;"></div>

Typing Speed: _____ **Additional Languages:** _____

Describe your most memorable work accomplishment:

List any extra-curricular activities, offices held, awards, honors received, civic/volunteer activities, and additional courses/seminars completed:

List any skills, training, or computer skills:

Give a brief explanation of why you would like to work at Talbot House:

REFERENCES

List 4 professional references:

Name	Time Known	Relation	Company	Phone Number

The above statements are true to the best of my knowledge. I understand that misinterpretation or omission of facts on this application cause for dismissal. I also understand that should I be employed, my employment may be terminated at will and completed option of Talbot House Ministries.

I hereby authorize the Talbot House Ministries to make any inquiries it desires concerning me, and also authorize and request each former employer, school, or college to answer all questions that may be asked in connection with my application for employment and to furnish the prospective employer with transcripts, personnel files, and other records concerning my qualification for this job.

I agree to submit to a drug screening prior to and/or during my employment and understand that I will be expected to satisfactorily complete a probationary period. I further understand and agree that should I refuse to a drug screening, should the results of such drug screening, or should I fail to satisfactorily complete such probationary period, my employment may be terminated. I agree that Talbot House Ministries shall be without liability for any claims arising out of, or in any way, connected with my drug screening and that such examination is solely for the benefit of Talbot House Ministries and not for my benefit.

Talbot House Ministries is committed to a policy of hiring qualified handicapped individuals. The medical information requested by this application shall not be used to limit, segregate, or classify handicapped individuals in such manner to deprive them of employment opportunities for which such individuals may be qualified.

An investigative credit report may be made. I have the right to request, in writing, that a disclosure of that nature and scope of the investigation made by me.



Applicant's Signature