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## Employment Application

Talbot House Ministries is an equal opportunity employer/Affirmative Action Employer.

**This form must be filled out in its entirety and emailed to [EmploymentApplications@talbothouse.net](mailto:EmploymentApplications@talbothouse.net) one day prior to the candidate's 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:

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**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 most recent employment. Please complete all fields below in your own words. "See resume" is not a sufficient response.

<p>Previous Employer name, address, and phone number:</p> <div style="border: 1px solid black; height: 80px; margin-top: 5px;"></div> <p>Salary: \$ _____</p>	<p>Position title/duties, skills:</p> <div style="border: 1px solid black; height: 80px; margin-top: 5px;"></div>	<p>Start Date: _____</p> <p>End Date: _____</p> <p>Reason for leaving:</p> <div style="border: 1px solid black; height: 60px; margin-top: 5px;"></div>
<p>Previous Employer name, address, and phone number:</p> <div style="border: 1px solid black; height: 80px; margin-top: 5px;"></div> <p>Salary: \$ _____</p>	<p>Position title/duties, skills:</p> <div style="border: 1px solid black; height: 80px; margin-top: 5px;"></div>	<p>Start Date: _____</p> <p>End Date: _____</p> <p>Reason for leaving:</p> <div style="border: 1px solid black; height: 60px; margin-top: 5px;"></div>
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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