

ALVIS HOUSE EMPLOYMENT APPLICATION

An Equal Opportunity Employer

Consideration is given to all applicants without regard to race, color, religion, sex, national origin, age, disability, or sexual orientation.



Personal Information

Name: _____ S.S. # _____
 Last First Middle
 Address: _____ City: _____ Zip Code: _____
 Home Phone: () _____ Business Phone: () _____ Alternate Phone: () _____

General Information

Have you ever applied to Alvis House before? Yes No If yes, has it been within the past 12 months? Yes No

Position for which you are applying: _____

How did you hear about the position? Newspaper _____ Name of Paper _____
 Agency Posting _____ Other _____
 Name of School _____

I would be interested in: Full-Time Part-Time School Other
 Shift Preferred: 1st 2nd 3rd Any

Is there any additional information involving a change of your name or assumed name that will permit us to check your work record? If yes, please explain: _____

Education

| Training | Name of School | City and State | Area of Study or Type of Courses | Circle Last Year Completed | Did you Graduate? |
|-----------------------|----------------|----------------|----------------------------------|----------------------------|-------------------|
| High School | | | | 9 10 11 12 | |
| College of University | | | | Years 1 2 3 4 5 | Degree Received |
| Additional Education | | | | 1 2 3 4 5 | |

Special Skills CRT Typing _____ WPM Office Machines or Computer Software: _____

Employment History

(Please list current or most recent job first and continue listing in reverse chronological order)

| Dates (Month/Year) | Name, Address and Phone # of Company | Job Title, Duties & Number of People Supervised | Salary | Name of Immediate Supervisor | Reason for Leaving |
|-----------------------|--------------------------------------|---|------------------|------------------------------|--------------------|
| From: To: | Phone: | | Start: Final: | | |
| From: To: | Phone: | | Start: Final: | | |
| From: To: | Phone: | | Start: Final: | | |

May we contact your present employer? Yes No

Military Service

| From Mo. Yr. | To Mo. Yr. | Branch of Service | Technical Specialization | Rank Attained |
|-----------------|---------------|-------------------|--------------------------|---------------|
| | | | | |

U.S. Citizenship

We will hire only those persons who are authorized by law to work in the United States. Any offer of employment, if made, will be conditioned upon your production of documentation to prove your employment eligibility status under the IMMIGRATION REFORM AND CONTROL ACT OF 1986.

Miscellaneous

Have you lived or worked outside the State of Ohio within the past 5 years? Yes No
 Have you ever been convicted of a crime other than a minor traffic violation? Yes No
 If "Yes", explain. (Conviction of a crime is not an automatic bar to employment. All circumstances will be considered.) _____

Employees must be bondable. If hired, your continued employment is contingent on your remaining bondable.

PLEASE NOTE: I understand that nothing contained in this application, or in the granting of an interview, creates an offer of employment. If I am granted employment, I agree to conform to the rules and regulations of this agency and my offered employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at the option of either this organization or me. I understand that no supervisor or representative of this organization other than the President has any authority to make any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing. I hereby state that the information on this and all employment forms is true to the best of my knowledge and belief. I understand that any misstatement of facts, in the event of employment, may be cause for dismissal. This organization reserves the right to verify all information on this application.

Date: _____

Signature: _____