

Application for Employment

Pre-Employment Questionnaire

PLEASE PRINT

Equal access to programs, services, and employment is available to all persons. Those applicants requiring reasonable accommodation for the application and Interview process should notify a representative of the D.B.H.H. Corporate Office.

Position(s) applied for _____ Date of application _____

Referral Source Advertisement Employee Relative Walk-in Other _____

Name of Source (if applicable) _____

Name _____
LAST FIRST MIDDLE

Address _____
STREET CITY STATE ZIP

Telephone # () _____ Cellular/Pager/Other Phone # () _____ Social Security # _____

If necessary, best time to call you at home is _____ AM
PM

May we contact you at work? Yes No

If yes, work number and best time to call AM
PM

If you are under 18 and it is required, can you furnish a work permit? Yes No

If no, please explain _____

Have you submitted an application here before? Yes No

If yes, give date submitted / /

Have you been employed here before? Yes No

If yes, give starting date and ending date / / to / /

Are you now or do you expect to be working in any other business or job? Yes No

Are you legally eligible for employment in this country? Yes No

Date available for work / /

Are there any dates or hours that you would be unable or unwilling to work? Yes No

If yes, please specify those dates or hours _____

Type of employment desired Full-Time Part-Time Temporary

Will you relocate if job requires it? Yes No Will you travel if job requires it? Yes No

Are you able to meet the attendance requirements of the position? Yes No

Will you work overtime if required? Yes No

If no, please explain _____

Have you been convicted of a felony (excluding those related to marijuana over two years old) in the last 7 years? Yes No

If yes, please explain _____

CONVICTION WILL NOT NECESSARILY BE A BAR TO EMPLOYMENT. EACH INSTANCE AND EXPLANATION WILL BE CONSIDERED IN RELATION TO THE POSITION FOR WHICH YOU ARE APPLYING.

Drivers license number if driving is an essential job function _____ State _____

Employment History

Provide the following information for your past and current employers, assignments or volunteer activities, starting with the most recent (use additional sheets if necessary). Explain any gaps in employment in comments section below.

EMPLOYER	TELEPHONE	DATES EMPLOYED		SUMMARIZE THE TYPES OF WORK PERFORMED AND JOB RESPONSIBILITIES
	(FROM	TO	
ADDRESS				
JOB TITLE		HOURLY RATE/SALARY		
		STARTING		
IMMEDIATE SUPERVISOR AND TITLE		\$	\$	
REASON FOR LEAVING		HOURLY RATE/SALARY		
		FINAL		
MAY WE CONTACT FOR REFERENCE?	Yes <input type="checkbox"/> No <input type="checkbox"/> Later	\$	\$	
EMPLOYER	TELEPHONE	DATES EMPLOYED		SUMMARIZE THE TYPES OF WORK PERFORMED AND JOB RESPONSIBILITIES
	(FROM	TO	
ADDRESS				
JOB TITLE		HOURLY RATE/SALARY		
		STARTING		
IMMEDIATE SUPERVISOR AND TITLE		\$	\$	
REASON FOR LEAVING		HOURLY RATE/SALARY		
		FINAL		
MAY WE CONTACT FOR REFERENCE?	Yes <input type="checkbox"/> No <input type="checkbox"/> Later	\$	\$	
EMPLOYER	TELEPHONE	DATES EMPLOYED		SUMMARIZE THE TYPES OF WORK PERFORMED AND JOB RESPONSIBILITIES
	(FROM	TO	
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JOB TITLE		HOURLY RATE/SALARY		
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IMMEDIATE SUPERVISOR AND TITLE		\$	\$	
REASON FOR LEAVING		HOURLY RATE/SALARY		
		FINAL		
MAY WE CONTACT FOR REFERENCE?	Yes <input type="checkbox"/> No <input type="checkbox"/> Later	\$	\$	
EMPLOYER	TELEPHONE	DATES EMPLOYED		SUMMARIZE THE TYPES OF WORK PERFORMED AND JOB RESPONSIBILITIES
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		STARTING		
IMMEDIATE SUPERVISOR AND TITLE		\$	\$	
REASON FOR LEAVING		HOURLY RATE/SALARY		
		FINAL		
MAY WE CONTACT FOR REFERENCE?	Yes <input type="checkbox"/> No <input type="checkbox"/> Later	\$	\$	

Comments INCLUDING EXPLANATION OF ANY GAPS IN EMPLOYMENT _____

Educational Background - IF JOB-RELATED

A. List two (2) schools attended, starting with most recent. B. List number of years completed. C. Indicate degree or diploma earned, if any. D. Grade Point Average or Class Rank. E. Major field of study. F. Minor field of study (if applicable).

A. SCHOOL	B. NUMBER OF YEARS COMPLETED	C. DEGREE OF DIPLOMA	D. GPA OR GLASS RANK	E. MAJOR	F. MINOR

If you did not graduate, why did you leave high school or college? _____

References

List name and telephone number of two (2) business/work references who are not related to you and are not previous supervisors.

If not applicable, list two (2) school or personal references who are not related to you.

NAME	TELEPHONE (WITH AREA CODE)	REACTIONSHP	YEARS KNOWN

Additional Information

List scholastic, professional, trade, business, or civic associations and any offices held.

EXCLUDE MEMBERSHIPS WHICH WOULD REVEAL GENDER, RACE, RELIGION, NATIONAL ORGIN, AGE, COLOR, DISABILITY OR ANY OTHER SIMILARLY PROTECTED STATUS.

ORGANIZATION	OFFICE(S) HELD

Special Skills

Do you have keyboarding experience? Yes No If yes, how many words per minute? _____

Do you have ten-key experience? Yes No If yes, how many years? _____

Do you have computer experience? Yes No If yes, how many years? _____

What computer programs are you familiar with and in what capacity have you used these programs? _____

Do you have cash handling experience? Yes No If yes, please explain in as much detail as possible: _____

Summarize any special training, skills, licenses and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying.

List special accomplishments, publications, awards, etc.

EXCLUDE ANY INFORMATION WHICH WOULD REVEAL GENDER, RACE, RELIGION, NATION ORIGIN, AGE, COLOR, DISABILITY, OR OTHER PROTECTED STATUS.

List any additional information you would like us to consider. _____

I understand that if I am employed, any misrepresentations or material omission made by me on this application will be sufficient cause for cancellation of this application or immediate discharge from D.B.H.H., whenever it is discovered.

I give D.B.H.H. the right to contact and obtain information from all references, employers, educational institutions and to otherwise verify the accuracy of the information contained in this application. I hereby release from liability D.B.H.H. and its representatives for seeking, gathering and using such information and all other persons, corporations or organizations for furnishing such information.

D.B.H.H. is an Equal Opportunity Employer. This means we do not discriminate in employment decisions or policies in violation of law on the basis of any legally-protected status. The definition of a legally protected status varies depending on company location and size, but can include race, color, national origin, citizenship status, creed, religion, gender, age, marital status, physical or mental disability, sexual orientation, political ideology, and veteran status. Our policy of non-discrimination applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, termination, reduction in force, transfer, leaves of absence, compensation and training. We comply with all applicable federal, state, and local laws that prohibit discrimination in employment.

This application is current for only 60 days. At the conclusion of this time, if I have not heard from D.B.H.H. and still wish to be considered, it will be necessary to complete a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and D.B.H.H. reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no representative of D.B.H.H., other than the President of D.B.H.H., has the authority to make any assurances to the contrary. I further understand that any such assurances must be in a written employment agreement signed by the President of D.B.H.H. I further understand that my services are being contracted to West Coast Cash even though I will be directly supervised by D.B.H.H. personnel.

I understand that it is policy of D.B.H.H. not to refuse to hire a qualified individual with a disability because of that person's need for a reasonable accommodation as required by the ADA.

I also understand that if I am hired, I will be required to provide proof of identity and legal work authorization.

I represent and warrant that I have read and fully understand the foregoing and seek employment under these conditions.

Signature of Applicant _____ Date _____