



PO Box 665
Shawano, WI 54166
715-526-3421

EMPLOYMENT APPLICATION

Please print clearly

Date _____

Name _____ Telephone _____
Last First MI

Present address _____

Email address _____

Driver's license number _____ Soc. Sec. _____

Are you eligible for employment in the USA? _____ (If you are hired, federal law requires that you provide documentation for your identity and eligibility for employment and that you attest to your eligibility for employment.)

Position desired _____ Salary requirement _____

Do you desire work: full-time _____ part-time _____

Date available for work _____

Are you physically able to perform the essential duties of the job for which you are applying? _____ Yes _____ No

SAFE HAVEN is an equal opportunity employer. SAFE HAVEN does not discriminate in hiring or employment based on race, color, creed, national origin, marital status, sex, sexual orientation, ancestry, age, against qualified handicapped persons, qualified disabled veterans, or on the basis of arrest or conviction record except where the circumstances make the applicant unacceptable to a particular position. It is SAFE HAVEN'S policy to comply with all laws prohibiting discrimination. This application will be given every consideration, but its receipt does not imply that the applicant will be employed.

EDUCATION

	High School	Technical School	Undergraduate College	Graduate/ Professional
School name and location				
Years completed				
Diploma/Degree				
Describe course study				
Describe any honors/awards or special credentials				
State any additional information that you feel should be considered				

Special skills and qualifications

Summarize special job related skills and qualifications acquired from employment or other experience.

Have you ever had any job related training the US military? Yes No

If yes, please describe: _____

EMPLOYMENT HISTORY

Start with your present or most recent employer

1. Employer	Dates Employed		Job Duties
	From	To	
Address			
Telephone Number	Hourly rate/salary		
	Starting	Final	
Job Title			Supervisor
Reason for leaving			May we contact them? <input type="checkbox"/> Yes <input type="checkbox"/> No
2. Employer	Dates Employed		Job Duties
	From	To	
Address			
Telephone Number	Hourly rate/salary		
	Starting	Final	
Job Title			Supervisor
Reason for leaving			May we contact them? <input type="checkbox"/> Yes <input type="checkbox"/> No
3. Employer	Dates Employed		Job Duties
	From	To	
Address			
Telephone Number	Hourly rate/salary		
	Starting	Final	
Job Title			Supervisor
Reason for leaving			May we contact them? <input type="checkbox"/> Yes <input type="checkbox"/> No
4. Employer	Dates Employed		Job Duties
	From	To	
Address			
Telephone Number	Hourly rate/salary		
	Starting	Final	
Job Title			Supervisor
Reason for leaving			May we contact them? <input type="checkbox"/> Yes <input type="checkbox"/> No

GENERAL INFORMATION

Have you been employed here previously? Yes No
If yes, give date _____

Have you ever applied here previously? Yes No
If yes, give date _____

Have you ever been convicted of a criminal offense involving dishonesty, breach of trust or physical violence? Yes No

Note: a conviction does not automatically disqualify an applicant from employment. What you were convicted of and how long ago are important. If answer is yes, indicate date(s) of conviction, the type(s) of offense(s), and your efforts at rehabilitation.

Do you have any charges pending against you? Yes No

Note: a conviction does not automatically disqualify an applicant from employment. What you were convicted of and how long ago are important. If answer is yes, indicate the pending charge(s) and surrounding circumstances.

Has a security bond ever been refused to you? Yes No
If yes, indicate when and the surrounding circumstances.

PERSONAL REFERENCES

Name and Occupation	Address	Telephone	Number of yrs known

PLEASE READ BEFORE SIGING: If you have any questions regarding this statement, please ask before signing.

I authorize SAFE HAVEN to investigate all statements in this application and to secure any necessary information from all my employers, references, and academic institutions. I hereby release all of those employers, references, academic institutions and SAFE HAVEN from any and all liability arising from their giving or receiving information about my employment history, my academic credentials or qualifications, and my suitability for employment with SAFE HAVEN.

I understand that any offer of employment is contingent upon receipt of a satisfactory report concerning my academic credentials and employment references. I further understand that any false or misleading statements will be sufficient cause for rejection of my application if SAFE HAVEN has not employed me and for immediate dismissal if SAFE HAVEN has employed me. I also authorize SAFE HAVEN to supply information about my employment record, in whole or in part, in confidence to any prospective employer, government agency, or any other party having a legal and proper interest, and I hereby release SAFE HAVEN from any and all liability for its providing this information.

In the event of my employment with SAFE HAVEN, I will comply with all rules, regulations and policies set forth or other communications distributed by SAFE HAVEN.

I understand that nothing in this employment application, in SAFE HAVEN policy statements or personnel guidelines, or in my communications with any SAFE HAVEN personnel is intended to create an employment contract between SAFE HAVEN and me. I also understand that SAFE HAVEN has the right to modify its policies without giving me any notice of the changes. No promises regarding employment have been made to me, and I understand that no such promise of guarantee is binding upon SAFE HAVEN unless it is made in writing and signed by the Executive Director or Board of Directors. I understand that if any employment relationship is established, I have the right to terminate my employment any time for any reason. I also understand that SAFE HAVEN retains the right to terminate my employment for any reason.

I hereby acknowledge that I have read and understand the preceding statements.

I also acknowledge that SAFE HAVEN shall conduct a criminal background check prior to offering employment.

Signed _____ Date _____

Full Name _____

Date of Birth _____