



Office Use: Date Received: _____
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2429 S. Reynolds Rd., Toledo, OH 43614 \* genesisvillage.org

## Application for Employment

Our policy is to provide equal employment opportunity to all qualified persons without regard to race, creed, color, religious belief, sex, age, national origin, ancestry, physical or mental disability, or veteran status.

Date \_\_\_\_\_  
 Last name \_\_\_\_\_ First name \_\_\_\_\_ Middle name \_\_\_\_\_  
 Street Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
 Telephone \_\_\_\_\_

Position applied for \_\_\_\_\_ Full-time  Part-time

How did you hear of this opening? \_\_\_\_\_

When can you start? \_\_\_\_\_ Desired Wage \$ \_\_\_\_\_

Are you over 18 years old?  Yes  No If not, do you have a work permit? ?  Yes  No

Are you a U.S. citizen or otherwise authorized to work in the U.S. on an unrestricted basis? (You are required to provide documentation.)  Yes  No

### Days / Hours Available to Work

No Preference  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday

Times Available: AM 6:00  7:00  8:00  9:00  10:00  11:00

PM 12:00  1:00  2:00  3:00  4:00  5:00  6:00  7:00  8:00  9:00  10:00

How many hours per week? \_\_\_\_\_

If you have other restrictions, please explain. \_\_\_\_\_

Security: Willing to work overnights:  Yes  No

During the last 10 years, have you ever been convicted of a felony? (This will not necessarily affect your application.)  
 Yes  No If yes, are you on probation? ?  Yes  No

If yes, please describe conditions. \_\_\_\_\_

**Education:** Please indicate the education or training that you believe qualifies you for the position you are seeking.

**High School:** Number of Years Completed (circle one)      1   2   3   4

School Name: \_\_\_\_\_ City/State \_\_\_\_\_

Applicant Name: \_\_\_\_\_

**College and/or Vocational School:**

Name: \_\_\_\_\_ City/State \_\_\_\_\_

Major: \_\_\_\_\_ Degrees Earned: \_\_\_\_\_

Name: \_\_\_\_\_ City/State \_\_\_\_\_

Major: \_\_\_\_\_ Degrees Earned: \_\_\_\_\_

**Other Training or Degrees**

Name: \_\_\_\_\_ City/State \_\_\_\_\_

Major: \_\_\_\_\_ Degrees Earned: \_\_\_\_\_

License or Membership: \_\_\_\_\_

Other Memberships/Volunteer/Interests/Hobbies: \_\_\_\_\_

(You need not disclose membership in professional organizations that may reveal information about race, color, sex, national origin, age, disability, or any other protected status)

In addition to your work history, what other skills, qualifications, experience and/or giftings should we consider?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Skills**

MS Word  Excel      Lifting Capacity:  Light - up to 20 lbs.  Medium - 20 to 50 lbs.

Other Software skills \_\_\_\_\_

Other \_\_\_\_\_

**Employment History (Start with most recent employer for the past 5 years)**

Company Name \_\_\_\_\_ Address \_\_\_\_\_

Telephone \_\_\_\_\_

Date Started \_\_\_\_\_ Starting Wage \_\_\_\_\_ Starting Position \_\_\_\_\_

Date Ended \_\_\_\_\_ Ending Wage \_\_\_\_\_ Ending Position \_\_\_\_\_

Name of Supervisor \_\_\_\_\_ May we contact?  Yes  No

Responsibilities \_\_\_\_\_

\_\_\_\_\_

Reason for leaving \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Company Name \_\_\_\_\_  
Address \_\_\_\_\_ Telephone \_\_\_\_\_  
Date Started \_\_\_\_\_ Starting Wage \_\_\_\_\_ Starting Position \_\_\_\_\_  
Date Ended \_\_\_\_\_ Ending Wage \_\_\_\_\_ Ending Position \_\_\_\_\_  
Name of Supervisor \_\_\_\_\_ May we contact?  Yes  No  
Responsibilities \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Company Name \_\_\_\_\_  
Address \_\_\_\_\_ Telephone \_\_\_\_\_  
Date Started \_\_\_\_\_ Starting Wage \_\_\_\_\_ Starting Position \_\_\_\_\_  
Date Ended \_\_\_\_\_ Ending Wage \_\_\_\_\_ Ending Position \_\_\_\_\_  
Name of Supervisor \_\_\_\_\_ May we contact?  Yes  No  
Responsibilities \_\_\_\_\_

Reason for leaving \_\_\_\_\_

If you wish to describe additional work experience, attach the above information for each position on a separate piece of paper.

What do you do best and what do you enjoy doing the most?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I certify that the facts set forth in this application for employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements on this application shall be considered sufficient cause for dismissal. This company is hereby authorized to make any investigations of my prior educational and employment history.

I understand that employment at this company is "at will," which means that either I or this company can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute. All employment is continued on that basis. I understand that no supervisor, manager, or executive of this company, other than the CEO, has any authority to alter the foregoing.

Signature \_\_\_\_\_ Date \_\_\_\_\_