



Prince of Peace Center Application for Employment

Applicant Information

Last name First name Middle

Address Apt/Unit#

City State Zip

Phone Email

Position Applying for Date Available Desired Salary

• Do you have a driver's license? Yes No

License #: _____

Expiration: _____ State: _____

• Have you ever worked for this company? Yes No

If yes, when? _____

• Will you travel if the position requires it? Yes No

• Will you work overtime if required? Yes No

• Have you served in the military? Yes No

If yes: From _____ to _____

Type of Discharge: _____

• Have you ever been convicted of a felony? Yes No

If yes, please explain: _____

• Are you a citizen of the United States? Yes No

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

I need more information about the attendance requirements

Special Skills

1. If relevant, please describe word processing speed, software knowledge, and office equipment experience:

2. If relevant, please describe experience using industrial kitchen equipment or performing maintenance and custodial tasks:

3. Please describe any other skills you possess that you believe would be valuable to Prince of Peace Center:

Education

High School:	_____	Address:	_____		
Start	End	Did you graduate? Yes	No	Year:	GED obtained?
_____	_____			_____	_____
College:	_____	Address:	_____		
Start	End	Did you graduate? Yes	No	Year:	Degree:
_____	_____			_____	_____
Other:	_____	Address:	_____		
Start	End	Did you graduate? Yes	No	Year:	Degree/Program:
_____	_____			_____	_____

Previous Employment

Begin with the most recent; attach a separate sheet if necessary.

Company:	_____	Phone:	_____	
Address:	_____	Start:	End:	
Job Title:	_____	Supervisor:	_____	
Responsibilities:		May we contact your previous supervisor?	Yes	No

Company:	_____	Phone:	_____	
Address:	_____	Start:	End:	
Job Title:	_____	Supervisor:	_____	
Responsibilities:		May we contact your previous supervisor?	Yes	No

Company:	_____	Phone:	_____	
Address:	_____	Start:	End:	
Job Title:	_____	Supervisor:	_____	
Responsibilities:		May we contact your previous supervisor?	Yes	No

References

Please list three professional references.

Full Name:	Relationship:
Company:	Phone:
Address:	
Full Name:	Relationship:
Company:	Phone:
Address:	
Full Name:	Relationship:
Company:	Phone:
Address:	

Please Read Carefully Before Signing This Form

All information in this application is true and correct to the best of my knowledge and belief. I understand that misrepresentations or omissions of any kind may result in denial of employment or be cause for subsequent dismissal if I am hired, regardless of when such information is discovered.

I authorize **Prince of Peace Center** to investigate my responses on this application and contact any or all of my former employers or any individuals familiar with me or my employment background for the purpose of verifying any information I have provided and/or for the purpose of obtaining any information, whether favorable or unfavorable, about me or my employment. I voluntarily and knowingly fully release and hold harmless any persons or organizations providing this information.

I understand that upon receiving a job offer, a physical examination and drug screening will be required.

I understand that this application remains current for only 90 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it may be necessary for me to reapply and fill out a new application.

Prince of Peace Center does not tolerate unlawful discrimination in its employment practices. No question on this application is used for the purpose of limiting or excluding an applicant from consideration for employment on the basis of his or her sex, race, color, religion, national origin, citizenship, age, level of disability, or any other protected status under applicable federal, state, or local laws. Harassment of our employees is strictly prohibited, whether it is committed by a manager, coworker, subordinate, or non-employee. **Prince of Peace Center** takes all complaints of harassment seriously and all complaints will be investigated promptly and thoroughly.

Regardless of whether or not I become employed by **Prince of Peace Center**, I recognize that this application is not and should not be considered a contract of employment. I understand that employment at **Prince of Peace Center** is on an at-will basis and that my employment may be terminated with or without cause, and without notice, at any time, at my option or **Prince of Peace Center's**, unless specifically provided otherwise in a written employment contract. I further understand that no **Prince of Peace Center** employee or representative has the authority to enter into a contract regarding duration terms and conditions of employment other than an office or official of **Prince of Peace Center**, and then only by means of a signed written document.

Applicant Signature

Date

Thank you for your interest in Prince of Peace Center!

For Office Use Only

Schedule

Monday	_____	to	_____	Lunch	_____
Tuesday	_____	to	_____	to	_____
Wednesday	_____	to	_____		
Thursday	_____	to	_____	Pay rate	_____
Friday	_____	to	_____	per hour	_____

Total weekly hours: _____

Full-time _____

Start date: _____

Part-time _____

<input type="checkbox"/>	Physical scheduled	Date:	_____	Time:	_____
<input type="checkbox"/>	Drug screen scheduled	Date:	_____	Time:	_____

Other notes:
