

MY ABUNDANT HOPES, INC.  
A non-profit organization geared towards family wellness, youth growth & development, and community outreach services

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"Empowering Youth & Strengthening Communities"

### Employment / Volunteer Application

Full Legal Name \_\_\_\_\_

Street Address \_\_\_\_\_ Apt. No. \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Telephone # \_\_\_\_\_

Have you ever applied at AHI before?  Yes  No

If so, dates: from \_\_\_\_\_ to \_\_\_\_\_ Position \_\_\_\_\_

May we contact your present or most recent employer?  Yes  No

Do you have reliable transportation?  Yes  No

What position(s) are you applying? \_\_\_\_\_

Type of employment desired:  full-time  part-time  temporary

Date you are available to start work: \_\_\_\_\_

Are you able to meet the attendance requirements?  Yes  No

Do you have any objection to working overtime if necessary?  Yes  No

Can you travel required by this position?  Yes  No

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

Driver's license number (*if driving is an essential job duty*): \_\_\_\_\_

How were you referred to us? \_\_\_\_\_

Please enter the shifts/hours you are willing to work or volunteer:

Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total Hrs

### Skills and Experience

Please list any special qualifications, training, education, skills, or experience that you feel warrant consideration by the company.

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

Please list any business equipment operating abilities you have which might be useful on the job for which you are applying.

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

## Education

Highest elementary or high school grade completed. \_\_\_\_\_

Did you graduate from high school?  Yes  No  GED

Name and location of college, university, business or trade school	1.	2.
Full-time or Part-time	Full-time          Part-time	Full-time          Part-time
Major field of study		
Degrees conferred	Title	Title
Credit hours earned		

## Employment History

Please provide all employment information for your past three employers starting with the most recent.

1. Employer: \_\_\_\_\_  
Position/s held: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone#: \_\_\_\_\_  
Immediate supervisor and title: \_\_\_\_\_  
Dates employed: from to Salary: \_\_\_\_\_  
Summary of duties: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

2. Employer: \_\_\_\_\_  
Position/s held: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone#: \_\_\_\_\_  
Immediate supervisor and title: \_\_\_\_\_  
Dates employed: from to Salary: \_\_\_\_\_  
Summary of duties: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

3. Employer: \_\_\_\_\_  
Position/s held: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone#: \_\_\_\_\_  
Immediate supervisor and title: \_\_\_\_\_  
Dates employed: from to Salary: \_\_\_\_\_  
Summary of duties: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

## Legal

Have you ever been convicted of a crime or pled "No Contest" on anything involving theft, dishonesty, violence, drugs, or endangerment of persons or property, whether resulting in incarceration, probation, or a suspended or deferred sentence?

Yes  No  Pled No Contest  If yes or no contest, Date of conviction \_\_\_\_\_

Please explain \_\_\_\_\_

Conviction of a crime will not necessarily disqualify you from consideration for employment

## Release

I hereby authorize the potential employer to contact, obtain, and verify the accuracy of information contained in this application from all previous employers, educational institutions, and references.

I understand that any intentional misrepresentation or material omission made by me on this application may constitute grounds for rescission of a job offer or immediate termination of employment if I am employed, without notice, whenever it may be discovered.

If I am employed, I acknowledge that there is no specified length of employment and that this application does not constitute an agreement or contract for employment. Accordingly, either I or the employer can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

I understand that this is a drug free workplace and consent to compliance with this policy as a condition of employment.

I also understand that, if I am employed, I will be required to provide satisfactory proof of identity and legal work authorization within three days of being hired. Failure to submit such proof within the required time shall result in immediate termination of employment.

I have read and fully understand the foregoing statements and I seek employment under these conditions.

**Applicant signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

AHI is an equal opportunity employer. All applications for employment will be considered without regard to race, color, religion, sex, national origin disability, age (over the age of 40), or veteran status. This application will remain active for 60 days. After that time, it must be renewed by the applicant if he/she wishes to be reconsidered for employment.

Thank you for your interest in employment at AHI. Your application will be given to the Personnel Department at the AHI office. Your qualifications and experience will be compared with the job requirements. We will contact the most qualified candidates within 15 business days.

## Notice to applicants, employees, and volunteers regarding consumer reports

A consumer report and/or an investigative consumer report including information concerning your character, employment history, general reputation, personal characteristics, criminal or police records, motor vehicle record, and mode of living may be obtained for employment purposes at any time. An investigative consumer report is a consumer report which contains information obtained from interviews with your neighbors friends or associates. Upon timely written request of the Personnel Department of the company, and within 5 days of the request, the nature and scope of any investigative consumer report will be disclosed to you.

## Disclosure and release

In connection with my application for employment with AHI I understand that consumer reports, which may contain public record information, may be requested. These reports may include the following types of information: names and dates of employment, reason for termination of employment accidents, work experience, etc. I further understand that such reports may contain public record information concerning my driving record, criminal records, etc., from federal, state and other agencies which maintain such records.

You have the right, upon written request, to receive a written description of the nature and scope of the investigation requested and written summary of your rights under the Fair Credit Reporting Act.

I authorize, without reservation, any person or entity contacted by AHI or its agent or agents to furnish the above-stated information, and I release any such person or entity from any liability for furnishing such information.

**Print full Legal Name** \_\_\_\_\_ **Date** \_\_\_\_\_

**Applicant's full Legal Signature** \_\_\_\_\_