

APPLICATION FOR EMPLOYMENT

An Equal Opportunity Employer
Qualified applicants are considered for employment without regard to race, age, color, sex, religion, national origin, citizenship, height, weight, marital status or disability.

The Community House
380 South Bates Street
Birmingham, MI 48306
Phone 248-644-5832
Fax 248-644-2476

ANSWER ALL QUESTIONS - PLEASE PRINT

Name _____ Date _____
(last) (first) (middle initial)

Address _____ Phone _____
(street) (apt. No.) (city) (state) (zip) (day) (evening)

Email Address _____ Where did you learn about position? _____

Are you known to schools/references by another name? Yes _____ No _____ If yes, by what name? _____

Position Applying For _____ Full-Time _____ Part-Time _____ Salary Required _____

Date Available _____ Hours Available _____ Referred by _____

Are you 18 years of age or older? Yes _____ No _____ If no, do you have work papers? Yes _____ No _____

Do you have the legal right to work in the United States? Yes _____ No _____

Have you been employed here before? Yes _____ No _____ If yes, give dates and position(s) held _____

List any relatives employed by The Community House (name/relationship) _____

Have you ever been convicted of a crime? Yes _____ No _____ If yes, when, where and nature of offense? _____

Are there currently any felony charges pending against you? Yes _____ No _____ If yes, when, where, and nature of offense? _____

Have you served in the US Armed Forces? Yes _____ No _____ If yes, give dates: From _____ To _____

Are you currently in any active or inactive reserve or the National Guard? Yes _____ No _____

EDUCATION	Name and Address of School	Course of Study	Circle Last Year Completed	Did you graduate?	List Diploma or Degree
High School			1 2	Yes _____ No _____	
			3 4		
College			1 2	Yes _____ No _____	
			3 4		
Other (specify)			1 2	Yes _____ No _____	
			3 4		

EMPLOYMENT EXPERIENCE**List each job held. Start with your current or most recent position. Include military service assignments and volunteer activities.**

Date From	Employer Name	Employer Address		
_____	_____	_____		
Date To	Employer Phone No.	Job Title	Ending Salary/Hrly Rate	Reason for Leaving
_____	_____	_____	_____	_____

Date From	Employer Name	Employer Address		
_____	_____	_____		
Date To	Employer Phone No.	Job Title	Ending Salary/Hrly Rate	Reason for Leaving
_____	_____	_____	_____	_____

Date From	Employer Name	Employer Address		
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_____	_____	_____	_____	_____

Date From	Employer Name	Employer Address		
_____	_____	_____		
Date To	Employer Phone No.	Job Title	Ending Salary/Hrly Rate	Reason for Leaving
_____	_____	_____	_____	_____

If you are now employed, may we contact your current employer? Yes _____ No _____

Have you ever been discharged or forced to resign? Yes _____ No _____ If yes, give reason _____

GENERAL INFORMATION

Use the space below to describe your interest in The Community House and the skills and aptitudes you possess that you believe qualify you for a position. Indicate training or skills which are applicable to the position for which you are applying. You may wish to include civic and community activities and professional societies in which you participate that you believe would be of use in evaluating your qualifications.

APPLICANT'S AUTHORIZATION AND ACKNOWLEDGMENT OF CONDITIONS

Truthfulness of Application Information

All the information provided by me in support of my application for employment is true and complete. Any false information, misrepresentation, or material omission may result in disciplinary action up to and including termination.

Authorization of Disclosures

The Community House may verify all information on this application. I authorize all individuals and organizations named in this application to provide verification information, including their opinions about me and my performance. I further authorize them to release any information from my personnel record, including my prior disciplinary record to The Community House without any written notice to me of that disclosure. I release these individuals and organizations from any liability that may result from the verification process or the disclosure of my personnel record. I waive any written notice of the release of such records that may be required by state or federal law.

I waive any claims based on any of these inquiries and disclosures. I also release The Community House from any liability based on the inquiries and disclosures.

Criminal Background Check

Offer of Employment is contingent upon the successful completion of a criminal background check.

Accommodation of Handicaps

I understand that The Community House will reasonably accommodate, as required by law, handicapped employees. I further understand that, if I am employed, under Michigan law, I have 182 days from the date I know or reasonably should know that an accommodation is needed to request, in writing, an accommodation.

Expiration of Application

This application will be null and void after six months.

At-Will Employment

If hired, I agree:

- 1. The Community House may terminate my employment at its will for any reason or no reason, with or without cause, at any time, with or without advance notice or warning, and its decision is not subject to outside review, except as may be provided by applicable statute.**
- 2. The Community House has the sole right to make all job assignments, to set all terms of compensation and benefits and to determine whether I will remain employed, be terminated or laid off.**
- 3. No employee, manager, department head or other representative of The Community House, other than the President & CEO, has any authority to enter into any agreement for employment for any specified period of time or to make any oral or written representation or practice contrary to the at-will nature of my employment as explained in Paragraph 1.**
- 4. Only an agreement in writing expressly for the purpose of modifying the at-will nature of my employment and signed by me and the President & CEO of The Community House can modify the at-will nature of my employment as explained in Paragraph 1.**
- 5. No other oral or written statement, policy, or practice can change the at-will nature of my employment as explained in Paragraph 1. My acceptance of employment as an at-will employee would supersede and negate any prior statements or agreements, oral or written, that The Community House would employ me on other than an at-will basis or for other than an indefinite term.**
- 6. Any employee handbook and other materials that may be distributed to me during the course of my employment shall not be construed as a contract or in any way alter my at-will employment relationship.**
- 7. To abide by all policies and procedures of The Community House.**

Documentation and Certification of Authorization to work in the USA

I certify that I am legally authorized to work in the United States. I understand that any offer of employment is conditional upon my ability to provide documents required by the Immigration Reform and Control Act of 1986 proving both my identity and authorization to work in the United States and that failure to produce the documents will result in revocation of the offer or the termination of employment.

Applicant's Signature

Date