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 Woodland Hills, CA 91364
 www.hopeinhearts.org

**Hope to Hire Employment & Job Placement Program
 Employment Application**

Hope in Hearts is an equal-opportunity employer committed to maintaining a diverse, mission-driven workforce. We maintain that policy in recruitment, hiring, career advancement, and all other human resources practices. Your job related experience and other qualifications will be considered without discrimination on grounds of age, race, color, religion, sex, physical or mental disability, sexual orientation, veteran or other protected status. All information in this application will be treated confidentially.

How did you find out about Hope in Hearts?

- Hope in Hearts Website Job Board Recruiter Contact Employee Referral
- Other
 (Name of Source)

Type of employment desired: Temporary Temp-to-Hire Direct Hire Executive
 (Select all that apply)

PERSONAL

Position applied for:		Date:
Last Name:	First Name:	Social Security #:
Street Address:		Home Phone:
City:	State:	Zip:
E-Mail Address:		Cell Phone:
Have you ever applied for employment with us? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, Month & Year:
If hired, will you be able to furnish proof that you are eligible to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No		Are you over the age of 18?
Date Available to Work:		Minimum Salary Requirement (circle one) \$ / hour \$ / year

EMPLOYMENT HISTORY

Please list your three most recent employers, assignments, or volunteer activities. Please attach any explanations for gaps in employment.

Employer	Telephone	Dates Employed
		From:
		To:
Address		
		Annual Salary
Job Title		Starting:
		Ending:
Immediate Supervisor (Name and Title)		
May we contact for a reference?		
		<input type="checkbox"/> Yes
		<input type="checkbox"/> No
		<input type="checkbox"/> Later
Reason for Leaving		

Employer	Telephone	Dates Employed
		From:
		To:
Address		
		Annual Salary
Job Title		Starting:
		Ending:
Immediate Supervisor (Name and Title)		
May we contact for a reference?		
		<input type="checkbox"/> Yes
		<input type="checkbox"/> No
		<input type="checkbox"/> Later
Reason for Leaving		

Employer	Telephone	Dates Employed
		From:
		To:
Address		
		Annual Salary
Job Title		Starting:
		Ending:
Immediate Supervisor (Name and Title)		
May we contact for a reference?		
		<input type="checkbox"/> Yes
		<input type="checkbox"/> No
		<input type="checkbox"/> Later
Reason for Leaving		

EDUCATIONAL BACKGROUND

	Name & City	# of Years Attended	Graduated	Degree Received	Course/Major
High School			<input type="checkbox"/> Yes <input type="checkbox"/> No		
College			<input type="checkbox"/> Yes <input type="checkbox"/> No		
Post-Graduate			<input type="checkbox"/> Yes <input type="checkbox"/> No		
Business, Trade or Other			<input type="checkbox"/> Yes <input type="checkbox"/> No		

EMPLOYMENT REFERENCES

Please list names, titles and contact information for three business/work references. These references should be professional references. Please do not list personal friends or relatives:

Name and Title	Telephone and Email	Relationship and Organization

PROFESSIONAL MEMBERSHIPS

Please list professional, business or civic associations and any offices held related to the position that you're applying for:

Organization(s)	Office(s) Held

Please list any special accomplishments, publications, awards, or other relevant information relating to the position that you're applying for that you would like for us to consider:

Please read carefully before signing:

I understand that this employment application and any other Hope in Hearts documents are not contracts of employment and that any individual who is hired may voluntarily leave employment and may be terminated by Hope in Hearts at any time and for any legal reason. I understand that Hope in Hearts is an at-will employer and that any oral or written statements to the contrary are hereby expressly disavowed and should not be relied upon by any prospective or existing employee. I further understand that Hope in Hearts can change its rules, policies, wages and benefits at any time, with or without advance notice.

The information I have provided on this application (and on the attached or previously emailed resume, if applicable) is accurate and complete to the best of my knowledge and subject to validation by Hope in Hearts. Any withholding of information or making false or misleading statements or omission on this application may result in rejection of employment, or if employed, termination of employment. Unless noted otherwise, I authorize the organizations, schools, or persons named in this application, to give Hope in Hearts any information it requests regarding my employment or academic history. I hereby release those organizations, schools, or persons from any liability for any damage whatsoever as a result of issuing this information.

In connection with my application for employment with Hope in Hearts and its Client Organizations, I hereby authorize and release from all liability, Hope in Hearts, to contact my current and/or previous employers and other references provided by me, for the purposes of establishing and verifying information related to my dates of employment, reasons for termination of past employment, educational and professional credentials, skills, experience, abilities, work habits, character and other related information.

I understand and agree that Hope in Hearts may release such information to any of its Client Organization from which I seek employment, including various federal, state, and other agencies, including public and private sources that maintain records concerning my past activities and relating to my current and/or previous employment.

I understand that Hope in Hearts will use any reference related information obtained by my current/previous employers and/or other references provided by me for the sole purpose of presenting my candidacy to its Client Organizations and for no other purpose.

In the event an offer of employment is made, the offer will be subject to my providing documentation proving identity and eligibility for employment in the United States as required by the Immigration Reform and Control Act of 1986.

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Applicant Signature*

Date

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Print Name

*If you are submitting this application electronically, completion of the 'Applicant Signature' box shall constitute your understanding of and agreement to the terms and conditions of this application.