

Employment Application

Pertinent Information

Name (Last) (First) (Middle)

Current Address (Street) (City) (State) (Zip Code)

Permanent Address (Street) (City) (State) (Zip Code)

Home Telephone (including area code)

Work Telephone (or other number at which you can be reached)

Are you 18 or older

Yes No

Have you been known by another name?

Yes No If yes, what:

Have you applied at Horizons before?

Yes No If yes, when:

Are you acquainted with anyone who is or was employed?

by Horizons? Yes No If yes, who:

Have you ever worked for Horizons before?

Yes No If yes, why did you leave:

How did you hear about Horizons employment opportunities?

Your Interest in Horizons

What type of position are you applying for?

Full Time Part Time Casual or Project (irregular hours)

When are you available to work (indicate all options)? List preferences...

Mornings_____ Days_____ Evenings_____ Late Evenings_____ Weekends_____

Would you like to work in a specific department? Yes No

If yes, please list your first three preferences: (ex: Laundry, Kitchen, Banquet Server, Bartender, Set up, Office, etc.)

1. _____ 2. _____ 3. _____

What is minimum Wage/Salary you are seeking? \$ _____

What unique qualifications, skills, experience or interests could you bring to Horizons?

Describe a situation when you received or provided excellent customer service:

Why would you like to work for Horizons?

Employment

(Please give an accurate, full-time and part-time employment record. Start with your present employer)

Employer	Telephone	
Address	Weekly Rate	
	Starting	Final
Supervisor's Name and Title	Employment (Month/Year)	
	From	To
Describe the work you did (include skills that you could apply at Horizons)	Explain your reasons for leaving:	
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No If not, why not?		

Employer	Telephone	
Address	Weekly Rate	
	Starting	Final
Supervisor's Name and Title	Employment (Month/Year)	
	From	To
Describe the work you did (include skills that you could apply at Horizons)	Explain your reasons for leaving:	
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No If not, why not?		

Employer	Telephone	
Address	Weekly Rate	
	Starting	Final
Supervisor's Name and Title	Employment (Month/Year)	
	From	To
Describe the work you did (include skills that you could apply at Horizons)	Explain your reasons for leaving:	
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No If not, why not?		

Employment, continued

Employer

Telephone

Address

Weekly Rate

Starting

Final

Supervisor's Name and Title

Employment (Month/Year)

From

To

Describe the work you did (include skills that you could apply at Horizons)

Explain your reasons for leaving:

May we contact this employer? Yes No If not, why not?

Have you ever been discharged by an employer?

 Yes No If yes, please explain all terminations:

List all periods of unemployment:

How did you spend this time?

Education

	Print the Name & Address of Each School	Years Completed	Did you Graduate	Course of Study	Degree Earned
High School		1 2	<input type="checkbox"/> Yes		
		3 4	<input type="checkbox"/> No		
College/ Vocational		1 2	<input type="checkbox"/> Yes		
		3 4	<input type="checkbox"/> No		
Studies Abroad		1 2			
		3 4			
Graduate Studies		1 2	<input type="checkbox"/> Yes		
		3 4	<input type="checkbox"/> No		
Other		1 2	<input type="checkbox"/> Yes		
		3 4	<input type="checkbox"/> No		

Have you completed any other courses or training programs that would impact your work at Horizons?

 Yes No If yes, please explain:**Membership in Professional, Educational, or Civic Organizations**

(Exclude those, which may disclose your race, color, religion, or national origin.)

Skills *FOR OFFICE APPLICANTS ONLY*

Please indicate skills and speed where appropriate:

Typing WPM _____ 10-Key Adding

Please list computer software packages that you can proficiently use:

Professional References (If not previously employed, list personal references)

Name/Title	Business/Organization	Address	Telephone	Association with you
1.				
2.				
3.				

Additional Questions

If hired at Horizons, you may be assigned to varied duties from time to time. Is there any work you could/would not perform?

Yes No If yes, please explain:

If hired at Horizons, can you furnish proof that you are eligible to work in the United States?

Yes No If no, please explain:

If hired at Horizons, are you prepared to provide your medical history & take a physical exam, including a drug & alcohol screening?

Yes No If no, please explain:

Have you ever been convicted of a crime? (do not list minor traffic violations)

Yes No If yes, please explain:

Please Read and Sign

By my signature below, I certify that the information provided in this employment application (and accompanying resume or documentation, if any) is true and complete, and I understand that any false or misleading information or significant omissions may disqualify me from further consideration for employment, and may lead to my dismissal from employment, if discovered at a later date. I agree to immediately notify Horizons if I should be convicted of a felony, or any crime involving dishonesty, breach of trust, controlled substances, sexual misconduct, abuse, or violence, while my job application is pending or during my period of employment, if hired.

I authorize any person, school, current employer, past employer(s), and organizations named in this application (and accompanying resume, if any) to provide Horizons with any information or opinion requested by Horizons in connection with any application, and I release such persons and organizations from any legal liability in making such statements.

I understand that this application does not create a contract of employment. I understand that, if hired, I am obliged to comply with any and all current and subsequently adopted Horizons policies. I understand and agree that, if hired, my employment is for no definite period of time, and may, regardless of the date of payment of my wages or salary, be terminated at any time for any reason, with or without notice. I understand that no person is authorized to change any of the terms mentioned in this employment application.

I also understand that (1) Horizons has a drug and alcohol policy that provides for pre-employment testing as well as testing after employment; (2) consent to and compliance with such policy is a condition of my employment; and (3) continued employment is based on the successful passing of testing under such policy. I further understand that continued employment may be based on the successful passing of job-related physical examinations.

As part of your application for employment, you are being asked to sign a release of information authorization. This is to allow the company to verify your references and, at the company's discretion, to perform other background investigations to determine your qualifications for employment. Through a separate agency, we may investigate your academic credentials, prior employment, personal/professional references, credit record, motor vehicle record, and/or criminal record.

Applicant's Signature _____ Date _____