

# Application for Employment



## Personal

(Print) Last Name		First	Middle	
Present Address		City	State	Zip Code
Home Phone		Work Phone	Social Security Number	
Position(s) Applied for		Full Time	Part Time	Per Diem
Date Available		Salary Expected		
Is there any time of day you cannot be scheduled to work?		Yes	No	If Yes, When?
Are you at least 18 years of age?		Yes	No	If No, do you have a work permit? Y or N
Have you ever been employed by CHNO? Yes No If Yes, give exact dates		Have you ever applied for employment at CHNO? Yes No If Yes, give exact dates		
How were you referred to CHNO?				
Employee (Name)	Agency (Name)	Advertisement	Campus Recruiting	Other (Name)
Have you ever been convicted at any time by a court, of a felony or misdemeanor? Yes No If Yes, please give dates, location & nature of offense. (A Yes answer does not necessarily exclude you from employment).				
If you were hired, would you be able to show proof of legal right to work in the U.S.? Yes No				

Covenant House is an equal opportunity employer.

This application form is for exclusive use by Covenant House.

For CHNO Use Only

## Education

Please list educational institutions attended, beginning with college

Name of School	City and State	Major or Course Subject	Degree	Please list licenses and certificates held, special skills, honors, professionals associtaions etc

**Work Experience** (Include U.S. Military Service, if any. You may refer to an attached resume for duties performed, but you MUST complete other information)

Present or Most Recent Employment							
Dates Employeed	Last Position	Employer	Address	Phone	May we contact now?	Yes	No

Immediate Manager	Last Salary	Major Duties Performed	Reason for Leaving
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Next Previous Employment							
Dates Employed	Last Position	Employer	Address	Phone	May we contact now?	Yes	No

Immediate Manager	Last Salary	Major Duties Performed	Reason for Leaving
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Immediate Manager	Last Salary	Major Duties Performed	Reason for Leaving
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Additional Employment Covering Last 12 Years		
Dates	Company and Location	Position/Occupation

Dates	Comany and Location	Position/Occupatin
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Other Job Related Skills, Experience or Training		
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**References**

List 3 references (ideally managers from current or former employers) that we may contact.		
Name	Position and/or Association	Phone

I certify that I have accurately and completely provided the information requested on this application form. I authorize Covenant House New Orleans to verify all connection therewith. I further acknowledge and accept that CHNO may conduct personal background, reference check, educational institution, governmental and law enforcement agency to answer all questions which may be legally asked as a condition of employment. I hereby release all parties from any liability or responsibility for doing so. I understand and agree that if hired, my employment may be terminated is I inaccurately provided or omitted information on this form or on resume, regardless of when such fact may be discovered by CHNO. If hired, I understand that employment is at-will and may be terminated by either party for any or no cause, with or without advance notice.

I hereby give my consent to CHNO and its agents or independent contractors, to perform appropriate tests or examinations on me for alcohol, illegal drugs, and/or other pre-employment tests, with the results of these tests or examinations to be released to CHNO, for whatever use it deems fair or appropriate under the circumstances.

Signature of Applicant	Date
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