



### APPLICATION FOR EMPLOYMENT

Please print. Complete all boxes. If not applicable, write N/A.

Housing Hope and HopeWorks Station are equal opportunity employers, dedicated to a policy of non-discrimination in employment on any basis including race, color, age, sex, religion, familial status, disability or national origin. If you require assistance to complete the application, testing or interview process, please contact our office at 425-347-6556 x223 so we can assist you.

Position desired \_\_\_\_\_ Date \_\_\_\_\_

How did you hear about the job? \_\_\_\_\_

Referred by existing employee: No \_\_\_\_\_ Yes \_\_\_\_\_, Provide Name \_\_\_\_\_

#### PERSONAL INFORMATION

Full Legal Name \_\_\_\_\_  
First Middle Name Last

Address \_\_\_\_\_  
City/ State/ Zip Code

Home/Mobile Phone \_\_\_\_\_ Email Address \_\_\_\_\_

Are you legally eligible to work in the USA? Yes \_\_\_\_\_ No \_\_\_\_\_  
**(You are required to provide documentation stating legal right to work in the USA)**

Are you at least 18 years of age? Yes \_\_\_\_\_ No \_\_\_\_\_

Full Time \_\_\_\_\_ Part Time \_\_\_\_\_ Available Hours: \_\_\_\_\_

Days available: S \_\_\_\_\_ M \_\_\_\_\_ T \_\_\_\_\_ W \_\_\_\_\_ Th \_\_\_\_\_ F \_\_\_\_\_ Sat \_\_\_\_\_

Are you currently employed? Yes \_\_\_\_\_ No \_\_\_\_\_ May we contact your employer? Yes \_\_\_\_\_ No \_\_\_\_\_

Available start date: \_\_\_\_\_ Desired Pay Rate: \_\_\_\_\_

Do you have any relatives employed by Housing Hope or affiliated organizations? If so, list names:  
\_\_\_\_\_

#### EDUCATION

College/University \_\_\_\_\_  
Name of School City State of School

Degree/Major \_\_\_\_\_ Graduated Yes \_\_\_\_\_ No \_\_\_\_\_

List any special skills, certificates, or licenses that relate to this job:  
\_\_\_\_\_  
\_\_\_\_\_

**Work History**

List present and former employers for the last 10 years beginning with the most recent.

All requested information must be completed. You may include a resume, but not in place of completing this section.

<b>Employment History- Begin with the most Recent Employment</b>				
1. Job Title	Employer Name	Employer City & State	Month/ Yr.- Month/Yr.	Reason for Leaving
Summary of Duties:				
2. Job Title	Employer Name	Employer City & State	Month/ Yr.- Month/Yr.	Reason for Leaving
Summary of Duties:				
3. Job Title	Employer Name	Employer City & State	Month/ Yr.- Month/Yr.	Reason for Leaving
Summary of Duties:				
4. Job Title	Employer Name	Employer City & State	Month/ Yr.- Month/Yr.	Reason for Leaving
Summary of Duties:				
If you worked for any of these employers under another name, please add name here:				

<p><b>VOLUNTEER HISTORY</b>, related to this position. Describe your duties and special training.</p> <hr/> <hr/> <hr/>
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**CRIMINAL HISTORY CHECK** A conviction does not necessarily ban you from employment.

Have you been convicted of a crime? Yes \_\_\_ No \_\_\_

Have you had findings made against you in any civil adjudicative proceeding? Yes \_\_\_ No \_\_\_

Have you had both a conviction and findings made against you? Yes \_\_\_ No \_\_\_

Explain all "Yes" answers here: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Have you lived in Washington State in last 3 years? Yes \_\_\_ No \_\_\_

If not, please state where you have lived \_\_\_\_\_

I understand that Housing Hope and HopeWorks Station requires all applicants to undergo criminal records investigations prior to employment. I am aware that applicants who have a history of felony convictions may not be hired.

I certify that there are no drug related offenses, violent crimes, crimes against vulnerable people or crimes against property on my criminal history report except as identified above.

My signature below indicates I consent to and authorize Housing Hope, HopeWorks Station and its employees and / or agents to complete a Criminal History Background Check.

**CERTIFICATION**

I certify the information given by me is true and complete to the best of my knowledge. I understand that, if employed, false or misleading information may result in immediate dismissal.

I authorize Housing Hope and HopeWorks Station to solicit information regarding my character, general reputation, credit, previous employment, driving history (when a condition for employment) and similar background information and to contact any and all references I have given. I hereby release all parties and persons connected with any such request for information from all claims, liabilities, and damages for any reason arising out of the furnishing of such information.

If employed, I understand that I must furnish proof of my identity and legal right to work in the U.S. in compliance with the IRC Act of 1986. I further understand that, if I am hired, I am required to abide by all policies and procedures of Housing Hope.

In consideration of my employment, I agree that my employment and compensation can be terminated with or without cause and with or without notice at any time, at the option of either Housing Hope or myself.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

Applicant Signature \_\_\_\_\_