

SHELTER OF FLINT, INC.

EMPLOYMENT APPLICATION

Please complete ALL sections

Applicant Information:

Applicant Name: _____

Home Phone: _____ Other Phone: _____

Email Address: _____

Address: _____

City: _____ State: _____ Zip: _____

Position Desired: _____ Wage Desired: _____

Years of related experience: _____

If hired, date available to start: _____

Personal Information:

Have you ever applied/worked for this agency before? Yes No
If yes, please explain (include date): _____

Do you know anyone who works or has worked at our agency? Or are you related to
anyone who works or has worked at our agency? Yes No
If yes, please state name(s) and relationship: _____

Are you over the age of 18? Yes No

Have you ever been convicted of a misdemeanor or felony? Yes No If yes,
please explain (include date): _____

Are there any pending misdemeanor or felony charges against you? Yes No If
yes, please explain (include date): _____

Have you ever been terminated from employment or asked to resign by an
employer? Yes No If yes, please explain: _____

Education Training and Experience:

High School

School Name: _____ City/State: _____

Did you graduate? Yes No

College/University

School Name: _____ City/State: _____

Number of years completed: _____

Did you graduate? Yes No

Degree/diploma earned: _____

School Name: _____ City/State: _____

Number of years completed: _____

Did you graduate? Yes No

Degree/diploma earned: _____

Military:

Branch: _____

Total years of service: _____

Skills/duties: _____

AGREEMENT (PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY)

I hereby affirm that the information provided on this application (and accompanying resume, if any) is true and complete to the best of my knowledge, and agree that falsified information or significant omissions may disqualify me from further consideration for employment and may be considered justification for dismissal if discovered at a later date. *(please initial)* _____

I hereby request that previous employers contacted by Shelter of Flint (hereinafter "Shelter") in connection with this application fully respond to all inquiries concerning such previous employment, and specifically waive prior written notice of disclosure of my personal record information including disciplinary reports, letters of reprimand or other disciplinary action. In consideration of the acceptance of my application, I release Shelter and previous employers of any claimed liability arising out of such response and disclosure. *(please initial)* _____

If offered employment, I hereby agree and consent to provide blood and urine specimens for alcohol and drug screening analysis. I understand and agree that Shelter may require me to undergo a physical examination. I also consent to an investigation of my driving record. I understand that any offer of employment by Shelter will be contingent upon the results of such investigation, alcohol and drug screening, and physical examination. *(please initial)* _____

I understand that if hired I will be an at-will employee and that my employment and compensation can be terminated at any time, with or without cause and with or without notice, at the option of either Shelter or myself. I further understand that no supervisor or representative of Shelter, other than the CEO, has any authority to enter into any agreement contrary to the foregoing, and that such agreement must be in writing and signed by the CEO. In consideration of such employment, I agree to conform to the rules and policies of the company, including the arbitration procedure. *(please initial)* _____

(Signature)

(Date)

Candidate Business Reference Check Authorization

References

Current or Previous Supervisor

1. Name: _____ Title: _____

Relationship to Candidate: _____

Phone: _____ Email: _____

2. Name: _____ Title: _____

Relationship to Candidate: _____

Phone: _____ Email: _____

Personal/Co-worker Reference

3. Name: _____ Title: _____

Relationship to Candidate: _____

Phone: _____ Email: _____

I hereby authorize Shelter of Flint (the "Company") or any designated officer, employee, agent, or representative to confer with the above-named references. I understand that the Company may ask my references questions about my educational background, work experience, achievements, wage history, performance, attendance, and reason for separation from former employment. I expressly authorize my references to answer such questions.

I understand that any information provided by my references will be used solely for the purpose of determining my acceptability for employment with the Company.

I release all of the above-named references from any claim of liability or damages, including, but not limited to, claims for defamation, interference with contract, and negligence—which may arise or result from any truthful reference information provided by a reference pursuant to this authorization.

Candidate's Signature

Date

CRIMINAL / DRIVING RECORD CHECK

The undersigned hereby authorizes any and all law enforcement agencies to release a copy of any *criminal record* of pleas of guilty or convictions to the Shelter of Flint, Inc.

Name

Date

Address

City/State/Zip

Birth Date

Driver's License Number

Social Security Number

The undersigned hereby authorizes all law enforcement agencies to release a copy of any driving record to the Shelter of Flint, Inc.

Signature and Date