

Refuge House, Inc.

Application for Employment

This is an electronic application. Click on the gray box beside each item and fill in the requested information. You may complete this form, affix an electronic signature, and email it to the Refuge House Administrative Office (carons@refugehouse.com). You also may print it and mail or fax it to Refuge House, P.O. Box 20910, Tallahassee, FL 32316 or fax 850.413.0395. If you would like a hard copy to complete by hand, contact Charlotte Arons at 850.922.6062.

Name: _____ Social Security No.: _____

Present Address (Street and No., City/State, Zip): _____
 Years lived there? _____

Previous Address (Street and No., City/State, Zip): _____
 Years lived there? _____

Telephone: _____ Are you 18 years of age or older? _____

Have you ever worked for this agency before?
 If yes, give date(s) and position(s): _____

Do you have any friends or relatives working here?
 If yes, give name and relationship: _____

Have you ever pled guilty or “no contest” to a crime, been convicted of a crime, had adjudication withheld, prosecution deferred, or do you have any criminal charges pending?
 If yes, give date(s) and detail(s) for each: _____

Previous Employment

Please list the names of your present and previous employers in chronological order with present or last employer listed first. Be sure to account for all periods of time including any periods of unemployment.

Present or Past Employer (Name, Address, Telephone)	Dates Employed (From/To)	Pay	Position Worked and Supervisor’s Name	Reason for Leaving

Have you ever been terminated?
 If yes, explain circumstances: _____

Please explain fully any gaps in your employment history: _____

Education

	School Name/Location	Years Completed	Degree	Study or Major
Elementary				
High School				
College/University				
Graduate/Professional				
Trade/Correspondence				
Other				

Personal References (No relatives)

Name	Relationship	Address	Telephone

This application will be considered for a maximum of 30 days. If you wish to be considered for employment after that time, you must reapply.

I hereby certify that all the information I have provided in this application is true and accurate. (You may print and sign this application and submit via mail or fax, or you may sign and submit electronically.)

Signature of Applicant _____

Date _____

Refuge House, Inc. is an equal opportunity employer and does not discriminate because of race, color, religion, sex, age, citizenship, marital status, sexual orientation, disability or national origin.

Refuge House, Inc. will make Reasonable Accommodations to applicants with disabilities to assure equal terms, benefits, privileges and conditions of employment as required by law.

**EQUAL OPPORTUNITY EMPLOYER
APPLICANT'S STATEMENT**

I understand that if I am hired, my employment will be for no definite time period, regardless of the period of payment of my wages. I further understand that I have the right to terminate my employment at will at any time with or without notice or reason, and the Company has the same right. No one other than the President of the company has authority to modify this relationship or make any agreement to the contrary. Any such modification or agreement must be in writing.

I understand that the Company reserves the right to require me to submit to a drug test at any time and also reserves the right to require me to submit to an alcohol test and/or medical examination to the extent permitted by law. I further understand that the Company may contact my previous employers and I authorize those employers to disclose to the Company all records and other information pertinent to my employment with them. I release my previous employers from any liability as a result of their disclosure of information about me to the company. I also authorize the Company to provide truthful information concerning my employment with it to my future prospective employers and I agree to hold it harmless for providing such information.

I further understand that if employed, I will be on a 90-day introductory period and that termination for unsatisfactory performance during that period will not result in any Company responsibility for unemployment benefits. I further understand that completion of the introductory period does not confer any expectation of continued employment, and that if employed, my employment will be for no definite period and "at-will."

By signing this application, I certify that all of the information that I provide on this application and in any interview will be true, complete and accurate. I understand that if I am employed and any such information is later found to be false or misleading in any respect, I will be dismissed.

I certify that I have received a written notification that the Company may obtain a consumer report or reports on me. I authorize this Company to obtain such a report or reports for use in connection with my application for employment and for other employment-related reasons. If hired, this authorization shall remain on file and serve as ongoing authorization for procurement of employment-related consumer reports at any time during my employment. I understand that the term "consumer report" includes, but is not limited to, credit checks, criminal background checks, Department of Motor Vehicle reports, and investigative consumer reports. I further understand that term "investigative consumer report" means a report in which information on my character, general reputation, personal characteristics, or mode of living is obtained through personal interviews with my neighbors, friends, or associates, or with others with whom I am acquainted or who may have knowledge concerning any such items of information.