

# Employment Application

Please return to the Office of Human Resources

Please Complete Entire Application. Do Not Leave Any Sections Blank Or Write "See Resume"-

To Do So May Invalidate Your Application.



Phoenix House  
Rising Above Addiction

<p>Phoenix House is firmly committed to a bias-free work environment and a policy of equal employment opportunity for all employees and applicants without regard to race, color, religion, national origin, age, sex, sexual orientation, creed, disability, marital status, veteran status, citizenship status, status as a disabled veteran, genetic information, or any other non-job-related protected characteristic or feature. This policy applies to all employment decisions including, but not limited to, recruitment, hiring, evaluation, training and apprenticeship, promotion, upgrading, downgrading, transfer, lay-off and termination, rate of pay, compensation, demotion, benefits, termination and all other terms and conditions of employment.</p>			Application Date
Last Name, First Name and Middle Initial		E-Mail Address	
Street Address and Apt. Number		Business Phone Number	Home Phone Number
City	State	ZIP	
Have you previously been employed by Phoenix House? <input type="checkbox"/> Yes <input type="checkbox"/> No	Date:	Position:	
Social Security Number	Do you have the legal right to work in the US? <input type="checkbox"/> Yes <input type="checkbox"/> No	Will you require Visa sponsorship? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you a veteran? <input type="checkbox"/> Yes <input type="checkbox"/> No Military Branch? _____	Relevant Military duties/special training: _____		
With reasonable accommodations for disabilities, if any, can you perform the activities and functions of the position for which you are applying, and can you do so in a safe and reasonable manner? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Have you ever been convicted of a violation of the law, excluding traffic violations? ** <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain _____	Are you on parole, probation or have a criminal case/trial pending? ** <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain _____		
State name(s) of any relative(s) employed at Phoenix House and your relationship to them. *** _____	If under the age of 18, do you have a valid work permit? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you interested in per diem employment? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Referred by a Phoenix House employee? <input type="checkbox"/> Yes <input type="checkbox"/> No	Other Referral Source: <input type="checkbox"/> PH Website <input type="checkbox"/> CareerBuilder <input type="checkbox"/> LinkedIn <input type="checkbox"/> Job Fair <input type="checkbox"/> Agency _____ <input type="checkbox"/> Other _____	Hours available: Days available: Are you able to work evening or weekend shifts? <input type="checkbox"/> Yes <input type="checkbox"/> No Date available to start work:	
Name of Employee	Position desired: _____ Salary desired: _____ Is this an internship? <input type="checkbox"/> Yes <input type="checkbox"/> No Is this a volunteer position? <input type="checkbox"/> Yes <input type="checkbox"/> No		
<p><b>Skills &amp; Special Training</b> (type in all that pertain to position applying for, including <u>foreign languages</u>)</p> <p>Please list any special licenses, certificates, etc. _____</p> <p>Write a brief statement explaining why you would like to work for Phoenix House.</p>			

**Education Record** (Most Recent First)

EDUCATION LEVEL	NAME/ ADDRESS	MAJOR AREA	# OF YEARS COMPLETED	DID YOU GRADUATE?	DIPLOMA/ DEGREE RECEIVED
High School					
College					
Graduate School/Special Training/Other					

Are you currently attending school?  Yes  No

What is your course of study? \_\_\_\_\_

Professional/Scholastic Honors: \_\_\_\_\_

**Employment Record**

Do we have permission to contact your current employer if you should reach the interview stage?  Yes  No

We welcome the submission of your resume to accompany your application. Please fill out completely.

	PRESENT OR LAST JOB	SECOND TO LAST JOB	THIRD TO LAST JOB
Institution or Firm Name			
Address & Telephone Number			
Supervisor's Name/Title			
Your Position (Title)			
Dates Employed	From ___/___/___ to ___/___/___	From ___/___/___ to ___/___/___	From ___/___/___ to ___/___/___
Reason(s) for Leaving			
Duties (Describe in detail the work you performed and the skills used or learned.)			
Beginning Monthly Salary			
Ending Monthly Salary			

## Professional/ Employment References

NAME/TITLE	ADDRESS	PHONE	E-MAIL

### PRE-EMPLOYMENT STATEMENT (Please read carefully, print name, sign, and date at the bottom)

**I understand and agree that:**

**1. Application Truth:** I declare that the information on this application is true and complete to the best of my knowledge. The withholding or falsification of information on this application, resume, or other materials, or during interviews is grounds for dismissal.

**2. Pre-Employment Screening:** My employment with Phoenix House is contingent upon my successful completion of the company's total pre-employment screening process, including assessment testing, if appropriate, and Phoenix House receiving references that it considers satisfactory. (Note: Assessment tests and reference results will not be disclosed to the applicant, whether or not employed by Phoenix House). I understand that as a condition of employment, I will also be required to submit to and pass an alcohol/drug screening. I hereby consent to having the results of any such alcohol/drug screening disclosed to Phoenix House. I authorize and request that those individuals I have listed as work-related references furnish information about my employment record, including a statement of the reasons for the termination of my employment, salary history, dates of employment, work performance, abilities, and other qualities pertinent to my qualifications for employment, hereby releasing them from any and all liability for damages arising from furnishing the requested information.

**3. Investigative Reports:** In processing my application or employment, the company may verify all the information provided by me, or may produce or have prepared a confidential pre-employment consumer or investigative report for this purpose concerning my prior employment, military record, education, character, general reputation/background, any known sexual misconduct, driving record, personal characteristics, and prior convictions. I understand that upon written request to the company, I will be informed whether an investigative consumer report was requested and given full information as to the nature and scope of this investigation. I authorize Phoenix House to obtain and release any information pertaining to my background for employment or volunteer services. I release Phoenix House from all claims and damages arising out of or relating to an investigation of my background for said employment screening.

**4. Employment At Will:** I agree to comply with the policies, rules, regulations, and procedures of Phoenix House, I understand that I am an employee at will and that my employment, and compensation may be terminated with or without cause or notice, at any time, at the option of either Phoenix House or myself. I further understand that no manager or representative of the company other than the President of Phoenix House has any authority to enter into any agreement with me for employment for any specified period of time or to make any agreement that changes my employee at will status, if employed. I understand that any such agreement, if made, shall not be enforceable unless it is in writing and signed by me and by the President of Phoenix House.

**\* Note:** Federal law requires that employers hire only U.S. citizens or individuals with permission to work in the United States. In compliance with such laws, Phoenix House will verify the status of every individual before employment begins. Therefore, employment is subject to verification of the applicant's identity and employment authorization. It will be necessary for you to submit such documents as are required by law to verify your identification and employment authorization upon employment.

**\*\* Note:** A conviction record will not necessarily be a bar to employment and records are reviewed on a case-by-case basis. Confidential conviction information will be used for only job-related purposes in regards to possible employment and only to the extent permitted by applicable law. Applicants/ Candidates for a position in the states of California, Colorado, Connecticut, Hawaii, Illinois, Maryland, Massachusetts, Minnesota, New Mexico and Rhode Island and the cities of Washington, District of Columbia; Wilmington, DE; Jacksonville, FL; Tampa, FL; Atlanta, GA; Detroit, MI; Muskegon County, MI; Kansas City, MO; Carrboro, NC; Cumberland County, NC; Atlantic City, NJ; Newark, NJ; Buffalo, NY; New York City, NY; Cincinnati, OH; Philadelphia, PA; Pittsburgh, PA; Memphis, TN; Austin, TX; Richmond, VA; Seattle, WA, or any jurisdiction restricting employers' ability to inquire into an applicants' criminal history are NOT required to answer unless a job offer has been extended.

**\*\*\* Note:** Relative means spouse, domestic partner, child, parent, grandparent, grandchild, aunt, uncle, brother, sister, or corresponding "in-law" or "step" relative.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_