

**The Salvation Army
Midland Division
EMPLOYMENT APPLICATION**

NOTE TO APPLICANT:

All qualified applicants will be considered for employment without regard to sex, marital status, race, color, age, creed, national origin, military reserve status, ancestry, religion (except for positions in which religious affiliation is a bona fide occupational qualification), height, weight, or the presence of disabilities. It is further our policy not to discriminate against a qualified individual with a disability because of that individual's need for a reasonable accommodation as required by the Americans with Disabilities Act (ADA).

Please answer all applicable questions completely and accurately.

| Date Submitted | Last Name | First Name | Middle Name | | |
|----------------------|-----------|---------------|-------------|------------------|------------|
| Address: | | Street | City | State | Zip |
| <hr/> | | | | | |
| Email address | | | | Telephone | |

Are you legally eligible for employment in the USA? Yes ___ No ___
 If offered employment, you are required to submit proof of your eligibility to work in the USA.

AVAILABILITY

For which position are you applying? _____
 (To be considered, your application must list the specific position(s) for which you are applying.)

How did you learn about this job opening? _____

What date can you start? _____ For what shift are you applying? ___ Full-time ___ Part-time
 ___ weekdays ___ weekends ___ evenings ___ nights ___ other

JOB-RELATED SKILLS/REQUIREMENTS

1. Yes No NA If the job requires, do you have the appropriate valid driver's license?
2. Yes No Have you reviewed the job description or posting or had the essential functions of the job explained to you?
3. Yes No If yes to No. 2, do you understand these essential functions?
4. Yes No If yes to No. 2 and No. 3, can you perform the essential functions of this job with or without reasonable accommodations?

Please list any other skills, licenses, or certificates that may be job-related or other considerations that you feel would be of value to this job or to The Salvation Army.

MOST RECENT EMPLOYER

Are you currently working for this employer?
If yes, may we contact the employer?

Yes No

Yes No

Company _____
Supervisor _____

City/State _____
Phone _____

Dates of Employment: From: ____ To ____ Job Title: _____

Primary Responsibilities: _____

Salary: _____ Per hour, week, month, year (circle one) Reason for leaving: _____

SECOND MOST RECENT EMPLOYER

Company _____
Supervisor _____

City/State _____
Phone _____

Dates of Employment: From: ____ To ____ Job Title: _____

Primary Responsibilities: _____

Salary: _____ Per hour, week, month, year (circle one) Reason for leaving: _____

THIRD MOST RECENT EMPLOYER

Company _____
Supervisor _____

City/State _____
Phone _____

Dates of Employment: From: ____ To ____ Job Title: _____

Primary Responsibilities: _____

Salary: _____ Per hour, week, month, year (circle one) Reason for leaving: _____

SECURITY

Have you used any names or social security numbers other than that given above?

No

Yes

Have you ever been convicted of a felony?

No

Yes

Have you been convicted of a misdemeanor within the last two years which resulted in imprisonment/jail?

No

Yes

If you answered yes above in this security section, please describe the details, using a separate sheet if necessary:

(IMPORTANT: see "CERTIFICATION/RELEASE OF INFORMATION" section for information about the impact of criminal histories on employment.)

EDUCATION

Do you have a high school diploma or equivalent? No Yes

| <u>Name of College or Institution</u> | <u>City/State</u> | <u>Graduate?</u> | <u>Degree/Course of Study</u> |
|---------------------------------------|-------------------|------------------|-------------------------------|
| | | | |
| | | | |
| | | | |

PERSONAL REFERENCES

| <u>Name</u> | <u>Phone</u> | <u>Relationship/Years Known</u> |
|-------------|--------------|---------------------------------|
| | | |
| | | |
| | | |

CERTIFICATION/RELEASE OF INFORMATION

Misrepresentation/False Information: I certify that the answers given by me to the foregoing questions and the statements made by me are complete and true to the best of my knowledge and belief. I understand that any false information, omissions or misrepresentations of facts called for in my application for employment, whether on this document or not, may result in rejection of my application or discharge if hired.

Authorization to Release Information: I authorize The Salvation Army and/or its agents to verify any of this information. I authorize all former employers, schools, companies, and law enforcement authorities to release any information concerning my background and hereby release any said persons, schools, companies, and law enforcement authorities from any liability or damage whatsoever for issuing this information. I hereby waive my right to written notice by my present and/or former employers whenever a disciplinary report, letter of reprimand, or other disciplinary action regarding me is divulged to you by present or former employers.

Background Checks: I understand that in accordance with The Salvation Army policy, applicable state and federal laws and requirements of funding sources, a criminal records check and a DFS child abuse screening will be required as a condition of employment. A felony or misdemeanor conviction will not necessarily bar an applicant from employment. I understand that any employment offered is conditional upon receipt of an acceptable criminal records check, and employment may be terminated if the background check or parole status does not meet contractual requirements of funding sources. I understand that factors such as age at time of offense, time since last conviction, rehabilitation efforts, and relevancy to the position will be considered.

Drug Testing: I understand that The Salvation Army Midland Division has a drug testing policy which provides for possible testing after an offer of employment is made and prior to reporting for work, as well as at any time during employment. I understand that consent to and compliance with such policy is a condition of employment, and employment or continued employment is based on negative results of testing under such policy.

Job Skills Testing: I understand that additional testing of job-related skills may be required prior to employment.

Religious Mission: By accepting employment (if offered) with The Salvation Army, I acknowledge that The Salvation Army is a church, agree to do nothing to undermine its religious mission, and acknowledge that my conduct must not conflict with nor undermine the religious programs of The Salvation Army, or its religious or moral purposes.

Employment at Will: I understand that this application does not constitute a contract of employment, and that employment, if offered, is not for a specific length of time. Either the employer or employee may terminate the employment relationship at will, with or without cause, at any time, subject to applicable state or federal laws.

I certify that I have read and understood the above information, have had the opportunity to have this document reviewed by legal counsel, and that I seek employment with The Salvation Army under the conditions set forth in this document.

Signature of Applicant

Date

APPLICANTS – DO NOT WRITE ON THIS PAGE

FOR OFFICE USE ONLY

VERIFICATION OF REFERENCES

Personal References

| Name of Reference | Date Called | Job-Related Info? | Concerns about working w/children? (If applicable to position) | Other Comments |
|-------------------|-------------|-------------------|--|----------------|
| | | | | |
| | | | | |
| | | | | |

Past Employers

| Name of Employer | Dates of Employment | Title | Rehirable? | Job Performance? | Concerns about working w/ children? (If applicable to position) |
|------------------|---------------------|-------|------------|------------------|---|
| | | | | | |
| | | | | | |
| | | | | | |

Criminal/Child Abuse History

Any "NO" answers on "Working with Children" form, page 2?

If so, have details been verified? ___ Yes ___ No ___ NA

Is there a "YES" answer regarding past convictions in Employment Application, "Security" section? ___ Yes ___ No

If so, have details been verified? ___ Yes ___ No ___ NA

_____ Date

_____ Signature of TSA Staff Member Who Checked References