

**HEARTHOMES
APPLICATION FOR EMPLOYMENT**

HeartHomes is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on the basis of race, religion, color, sex, national origin, age, marital status, citizenship, veterans' status, physical or mental disability that does not prohibit the performance of essential job functions (with or without a reasonable accommodation) or any other basis protected by federal, or applicable, state or local law.

Date _____

NAME _____
 Last First Middle

SOCIAL SECURITY NO. _____

STREET ADDRESS _____
 CITY/STATE/ZIP _____ / _____ / _____

HOME PHONE(____) _____
 BUSINESS PHONE(____) _____

Are you at least 18 years of age? Yes No

Are you lawfully permitted to work in this country? Yes No

List any other name you have used to assist us in checking your references and background _____

Have you ever been employed by this Company? Yes No

If yes, dates _____

Have you ever applied for employment with this Company? Yes No

If yes, date(s) _____ to _____

How were you referred to this Company? _____

Have you ever been convicted of a crime? Yes No

If yes, list the conviction, its date and circumstances. (NOTE: List only those convictions that have not been expunged.)

Have you ever served in the Armed Forces of the United States? Yes No

If yes, indicate which Service _____, Date of Discharge _____, Type of Discharge _____

Position for which you are applying: _____

Date available for employment _____ Salary desired: _____

Can you work overtime? Yes No

If yes, list any restrictions on availability _____

Do you have reliable transportation? Yes No

EDUCATION

Type of School	Name of School and Address	Courses Majored In	Last Year Completed	Graduate? Degrees Rec'd
High School and/or G.E.D.			1 2 3 4	<input type="checkbox"/> Yes/ <input type="checkbox"/> No Degree
College			1 2 3 4	<input type="checkbox"/> Yes/ <input type="checkbox"/> No Degree Cert.
Technical and/or Graduate			1 2 3 4	<input type="checkbox"/> Yes/ <input type="checkbox"/> No Degree Cert.

EMPLOYMENT HISTORY Please include all employment for the last ten years (List most recent employment first and work back in time)

Employer _____ Phone() _____
Address _____ Dates of employment (month/year)
From _____ to _____
Job title and description of duties _____

No. of persons supervised _____
Hours worked per week _____ Salary (current or final) _____
Supervisor _____ Reason for leaving: _____

Employer _____ Phone() _____
Address _____ Dates of employment (month/year)
From _____ to _____
Job title and description of duties _____

No. of persons supervised _____
Hours worked per week _____ Salary (current or final) _____
Supervisor _____ Reason for leaving: _____

Employer _____ Phone() _____
Address _____ Dates of employment (month/year)
From _____ to _____
Job title and description of duties _____

No. of persons supervised _____
Hours worked per week _____ Salary (current or final) _____
Supervisor _____ Reason for leaving: _____

Use a separate sheet to list additional employers, if necessary. We may contact the employers listed on this application unless you specifically exclude them below. Please list any employers you do not want us to contact and your reason for the exclusion:

Employer's Name Reason

Have you entered into any agreements with any former employer (for example, an agreement not to compete or confidentiality agreement) that would impact your ability to do work for this Company? ____ Yes ____ No

Please provide any other information that relates to your ability to perform the job for which you are applying (e.g., licenses, professional memberships, volunteer work, hobbies, language skills, school achievements, etc.). Do not include information that identifies your race, religion, color, sex, sexual orientation, national origin, age, marital status, citizenship, veterans' status, or any physical or mental disability.

REFERENCES

Please list three (3) references who have known you for at least one (1) year.

NAME	TITLE	FIRM & ADDRESS	TELEPHONE	RELATIONSHIP TO YOU
1.				
2.				
3.				

Are you related to or do you know anyone who currently works for HeartHomes? _____ Yes _____ No

If yes, please list those individuals: _____

If hired, I agree to conform to the rules and regulations of HeartHomes. I understand that no management representative has any authority to enter into any agreement for employment for a specific period of time, and that my employment is at will and may be terminated at any time at the option of either the Company or myself.

I hereby authorize HeartHomes to conduct an investigation concerning all statements contained in my application for employment, to interview all employers and to conduct any other investigation that it deems appropriate. I request any duly constituted law enforcement agency or judicial officer to furnish the Company with all information pertaining to me concerning unexpunged convictions and I hereby release HeartHomes and any law enforcement agency, judicial or other individual from any liability arising from disclosure of such information pertaining to me which is obtained during said investigation. I understand that if a consumer investigative report is requested, I have the right under the Fair Credit Reporting Act, to request in writing, within a reasonable time, a complete and accurate disclosure of the nature and scope of the investigation.

I hereby affirm that my statements and answers to all questions on this application are true and correct, and that I have not knowingly withheld any fact or circumstance which, if disclosed, would affect my application unfavorably. I understand that if employed, any misstatement or omission of fact on this application may result in my immediate dismissal.

Signature of Applicant

Date

UNDER MARYLAND LAW, AN EMPLOYER MAY NOT REQUIRE OR DEMAND, AS A CONDITION OF EMPLOYMENT, PROSPECTIVE EMPLOYMENT OR CONTINUED EMPLOYMENT, THAT AN INDIVIDUAL SUBMIT TO OR TAKE A LIE DETECTOR OR SIMILAR TEST. AN EMPLOYER WHO VIOLATES THIS LAW IS GUILTY OF A MISDEMEANOR AND SUBJECT TO A FINE NOT EXCEEDING \$100.00.

Signature of Applicant

Date