

HORIZON HOUSE

Together Building Futures. Living. Working. Playing.

2000 Plank Road, Peru, Illinois 61354-1659 - 815-223-4488 - 815-223-6354 Fax - www.horizonhouseperu.org

APPLICATION FOR EMPLOYMENT

All applicants will be considered for employment without regard to race, color, religion, sex, national origin, ancestry, age, (40 and over), marital status, physical or mental disability, military status, sexual orientation, or any other status protected by law. We are an Equal Opportunity Employer.

PERSONAL (PLEASE PRINT)										
Last Name			First			M.I.		Date		
Street Address						Apartment/Unit #				
City				State		ZIP				
Phone #			E-mail Address							
Date Available			Are you available to work: Days <input type="checkbox"/> Afternoons/Evenings <input type="checkbox"/> Midnights <input type="checkbox"/>							
Position Applied for			Are you interested in? Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>							
Referred by:		<input type="checkbox"/> Our Advertising			<input type="checkbox"/> Employee <small><i>please print employee name</i></small>			<input type="checkbox"/> Friend or Relative		
Are you legally eligible for employment in the United States?			YES <input type="checkbox"/>		NO <input type="checkbox"/> <i>(If hired, verifications will be required by law)</i>					
Do you have a driver's license?			YES <input type="checkbox"/>		NO <input type="checkbox"/> <i>A copy will be required upon hire</i>					
Have you ever worked for this company?			YES <input type="checkbox"/>		NO <input type="checkbox"/> If so, when and what position?					
Are you employed at the present time?		YES <input type="checkbox"/>		NO <input type="checkbox"/>		If hired, will you work overtime if required?		YES <input type="checkbox"/>		NO <input type="checkbox"/>
Have you ever been convicted of a crime (excluding traffic offenses)?			YES <input type="checkbox"/>		NO <input type="checkbox"/>		If YES, list convictions: (a conviction does not necessarily disqualify an applicant for the position applied for. You are not obligated to disclose)			
EDUCATION										
ELEMENTARY			Address							
From		To	Did you graduate?		YES <input type="checkbox"/>		NO <input type="checkbox"/>			
HIGH SCHOOL			Address							
From		To	Did you graduate?		YES <input type="checkbox"/>		NO <input type="checkbox"/>			
COLLEGE			Address							
From		To	Did you graduate?		YES <input type="checkbox"/>		NO <input type="checkbox"/>	Degree		
OTHER			Address							
From		To	Did you graduate?		YES <input type="checkbox"/>		NO <input type="checkbox"/>	Degree		
<i>*Verification of high school diploma or GED will be required upon hire.</i>										
Indicate special qualifications or skills:										

PREVIOUS EMPLOYMENT (START WITH THE MOST RECENT EMPLOYER)

Employer		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	

Employer		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	

Employer		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	

Employer		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview (s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature: _____ Date: _____

EQUAL EMPLOYMENT OPPORTUNITY DATA

To be completed by applicant. (PLEASE PRINT CLEARLY)

This employer is subject to certain nondiscrimination and affirmative action recordkeeping and reporting requirements which require the employer to invite employees to voluntarily self-identify their race/ethnicity. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable federal laws, executive orders, and regulations, including those which require the information to be summarized and reported to the Federal Government for civil rights enforcement purposes.

If you choose not to self-identify your race/ethnicity at this time, the federal government requires this employer to determine this information by visual survey and/or other available information.

For civil rights monitoring and enforcement purposes only, all race/ethnicity information will be collected and reported in the seven categories identified below. The definitions for each category have been established by the federal government. If you choose to voluntarily self-identify, you may mark only one of the boxes presented below.

Name			
Soc. Sec. Number	Sex	MALE <input type="checkbox"/>	FEMALE <input type="checkbox"/>
Date of Birth			

Race/Ethnicity: Please mark the one box that describes the race/ethnicity category with which you primarily identify.

- White/Caucasian
- Black
- Hispanic
- American Indian/Alaskan Native
- Asian/Pacific Islander
- Two or more races

Government contractors must take affirmative action to employ and advance certain qualified individuals subject to the Rehabilitation Act of 1973 and the Vietnam Era Veterans Readjustment Act of 1974. Completion of the following information is voluntary and will assist us in proper placement and reasonable accommodation. If you wish to be identified as qualifying for such placement or accommodation, please check where applicable.

- Vietnam Era Veteran
- Disabled Veteran
- Individual with a Disability