

THE CONVERSE HOME
Burlington, Vermont
APPLICATION FOR EMPLOYMENT

Please Read Before Completing This Application

Converse Home is committed to a policy of equal treatment and opportunity in all aspects of its relations with its employees without regard to race, color, sex, national origin, ancestry, sexual orientation, religion, age or status as a qualified disabled individual under the Americans with Disabilities Act. It intends that all matters related to recruitment, hiring, training, compensation, benefits, advancement and all treatment on the job be free of discriminatory practices.

Please PRINT your answer to every question using ink.
If one does not apply, please write N/A

Date: _____

(First Name) (Middle) (Last)

(Street Address)

(City/Town) (State) (How long at this address?)

(Home Phone) (Work Phone) (Cell Phone)

May we contact you by e-mail? Yes () No () E-mail address: _____

List previous address if your address has changed in the past three (3) years.

(Street) (City/Town) (State) (Date) From: To:

Position Applying For: _____

How were you referred to us?

- () Craigslist
- () Seven Days
- () Converse Home website
- () Friend/Current Converse Home employee (please name) : _____

Are you over sixteen (16) years of age? Yes () No ()

Are you authorized to work lawfully in the United States for the Converse Home? Yes () No ()

Note: If hired, a Form I-9 Employment Eligibility Verification must be completed at the start of employment.

Are you in the military? Yes () No () Are you a veteran? Yes () No ()

EMPLOYMENT HISTORY

Please begin with your most recent employment.

<p>1.) Company Name: _____</p> <p>Address _____</p> <p>City _____ State _____</p> <p>Supervisor's Name and Phone Number: _____</p>	<p>Job Title: _____</p> <p>Job Duties: _____</p> <p>_____</p> <p>_____</p> <p>Dates of Employment: _____</p> <p>Reason for Leaving: _____</p> <p>_____</p> <p>May we contact this employer? Yes () No ()</p>
<p>2.) Company Name: _____</p> <p>Address _____</p> <p>City _____ State _____</p> <p>Supervisor's Name and Phone Number: _____</p>	<p>Job Title: _____</p> <p>Job Duties: _____</p> <p>_____</p> <p>_____</p> <p>Dates of Employment: _____</p> <p>Reason for Leaving: _____</p> <p>_____</p> <p>May we contact this employer? Yes () No ()</p>
<p>3.) Company Name: _____</p> <p>Address _____</p> <p>City _____ State _____</p> <p>Supervisor's Name and Phone Number: _____</p>	<p>Job Title: _____</p> <p>Job Duties: _____</p> <p>_____</p> <p>_____</p> <p>Dates of Employment: _____</p> <p>Reason for Leaving: _____</p> <p>_____</p> <p>May we contact this employer? Yes () No ()</p>

EDUCATION HISTORY

<p>High School Name and Location: _____</p>
<p>Did you graduate? Yes () No ()</p>
<p>College Name and Location: _____</p>
<p>Did you graduate? Yes () No () In Progress () Degree: _____</p>

State Regulations require that Converse Home may not employ a person who has had a charge of **abuse, neglect or exploitation substantiated against him or her, or a person who has been convicted of an offense for actions related to bodily injury, theft, or misuse of funds or property.**

All employees are required to complete State Criminal and Adult/Child Abuse background check forms. An offer of employment is not final until these forms are returned indicating that the applicant does not have any of the aforementioned criminal charges or an adult/child abuse record.

Have you ever been convicted of a felony or misdemeanor pertaining to any of the above offenses?

Yes () No ()

If yes, please explain: _____

As an applicant for employment with Converse Home, I understand the following:

1. All information provided in this Application, as well as that contained in any accompanying resume is true and complete to the best of my knowledge. I understand that any misrepresentation or falsification of information or material omission will be grounds for rejection of this application or if I am hired by Converse Home, subsequent discipline, including dismissal from employment. All information contained in this application and accompanying resume is subject to verification by Converse Home.
2. I voluntarily give my consent to Converse Home to make a thorough investigation of past and present employment, as well as conduct background checks.
3. That my employment with The Converse Home is not guaranteed for any length of time and my employment may be terminated by the Home or myself at any time and for any reason. I understand that no documents or statements of the Home will constitute a contract of employment that in any way limits the Home's right to terminate employment at will.
4. During my employment at Converse Home, I will comply with all rules and regulations as set forth in the Home's policy manual or other communications distributed to employees.
5. That I authorize Converse Home to supply my employment record, in whole or in part, and in confidence to, any prospective employer, government agency, or other party with a legal and proper interest.
6. That any handbooks, manuals, policies, and procedures maintained by Converse Home are not contractual in nature and may be amended, superseded, abolished or withdrawn at any time by Converse Home in its sole discretion.
7. In my employment with Converse Home, I will preserve in confidence any information concerning the business of the Home and its residents which comes to my knowledge through my position and that any violation of this confidentiality may be grounds for dismissal from employment.

Signature of Applicant: _____ **Date:** _____