



EMPLOYMENT APPLICATION

It is our policy to provide equal employment to all qualified applicants without regard to race, color, age, religion, national origin, veteran status, disability, marital status, gender, creed, ethnicity, alienage or citizenship, military status, sexual orientation or any other legally recognized protected basis under Federal, State or Local laws, regulations or ordinances. Applicants with disabilities may be entitled to reasonable accommodation under the terms of the Americans with Disabilities Act and certain State or Local laws.

Name _____ Date _____

Address _____ City _____ State _____ Zip Code _____

Telephone Number _____ Alternate Number _____

Source of Referral:

- Newspaper (Which one?) _____
- Employee Referral (Employee name) _____
- Website (Which one?) _____
- Other (Be specific) _____

Are you over 18 years old? Yes No *(If no, you may be required to provide work authorization)*

Have you ever been employed by Open Door? Yes No Dates: From _____ To _____

Are you legally authorized to work in the U.S.? Yes No
(Proof of eligibility consistent with State and Federal law will be required upon offer of employment)

Do you have relatives or acquaintances working at Open Door? Yes No If yes, please provide:

Name _____ Department _____ Relationship _____

Have you ever been convicted of a felony which has not been expunged, pardoned, annulled, statutorily eradicated, dismissed upon condition of probation or sealed by a Court? Yes No You may answer "no record" if a conviction has been sealed or expunged or otherwise statutorily eradicated. If you checked yes, please explain below. A criminal conviction will not necessarily be a bar to employment. To help us evaluate your application, please describe the nature of the crime and your subsequent rehabilitation.

Are there any hours, shifts or days you cannot and will not work? _____

Shift preferred: Part-time Full-time (37.50 hrs/wk) Other _____

Are you willing to work overtime as required? Yes No Evenings? Yes No Weekends? Yes No

EDUCATION

School Name	City	State	Highest Grade Completed	Major Course of Study	Degree or Certificate
High School			<input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/> GED		
College(s)					
Graduate					
Other					

In addition to your work history, what other job related experiences, skills, or qualifications do you possess? (Include languages spoken fluently)

Have you received any specialized job related training or have you completed any job related course work?

Positions Applied For: 1. _____ 2. _____

What is the minimum wage or salary desired? \$ _____ When can you start? _____

EMPLOYMENT HISTORY (Start with your most recent employer, do not exclude any employment. Include any applicable temporary employment attach another sheet if necessary.) **PLEASE DO NOT WRITE "See Resume."** Please include any volunteer work.

Firm Name	Address		Phone	Employment Dates	
				From	To
Position Held	Earnings		Supervisor		
	Beginning	Ending	Name	Title	
Reason for leaving					
Firm Name	Address		Phone	Employment Dates	
				From	To
Position Held	Earnings		Supervisor		
	Beginning	Ending	Name	Title	
Reason for leaving					
Firm Name	Address		Phone	Employment Dates	
				From	To
Position Held	Earnings		Supervisor		
	Beginning	Ending	Name	Title	
Reason for leaving					

APPLICANT ACKNOWLEDGEMENT AND AUTHORIZATION

I hereby certify that all of the information provided by me in this application (or any other accompanying or required documents) is correct, accurate and complete to the best of my knowledge. I understand that the falsification, misrepresentation or omission of any facts in said documents will be cause for denial of employment or immediate termination of employment regardless of the timing or circumstances of discovery.

I understand that submission of an application does not guarantee employment. I further understand that, should an offer of employment be extended by OPEN DOOR (hereinafter referred to as "OPEN DOOR") that such employment with OPEN DOOR is at will, for no specified duration and may be terminated by either OPEN DOOR or myself at any time, with or without cause or notice. I understand that none of the documents, policies, procedures, actions, statements of OPEN DOOR or its representatives used during the employment process is deemed a contract of employment real or implied. I understand that no representative of OPEN DOOR except the President has the authority to enter into any agreement guaranteeing any conditions of employment or any agreement contrary to the foregoing statements and that any such agreements must be made in writing and signed by the President of OPEN DOOR.

I understand that if offered a position with OPEN DOOR, I may be required to submit to a pre-employment medical examination, drug screening and background check as a condition of employment. I understand that unsatisfactory results from, refusal to cooperate with, or any attempt to affect the results of these pre-employments tests and checks will result in withdrawal of any employment offer or termination of employment if already employed.

I hereby authorize any and all schools, former employers, references, courts and any others who have information about me to provide such information to OPEN DOOR and/or any of its representatives and I release all parties involved from any and all liability for any and all damage that may result from providing such information. I understand that this application is considered current for three months. If I wish to be considered for employment after this period I must fill out and submit a new application.

BY SIGNING BELOW I ACKNOWLEDGE THAT I HAVE READ, UNDERSTOOD AND AGREE TO THE ABOVE STATEMENTS.

Applicant's Signature

Date