

PRESBYTERIAN HOME FOR CHILDREN

P.O. Drawer 577

Talladega, Alabama 35161

256-362-2114



EMPLOYMENT APPLICATION

Presbyterian Home for Children is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, color, creed, religion, ancestry, age, sex, marital status, national origin, disability or handicap, or veteran status. Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

PERSONAL:

Date of Application _____ Position for which you are applying _____

Name _____ Date _____
Last First Middle

Address _____
City State Zip Code

Date available for employment _____ Telephone Number(s) _____

How did you become aware of this opening? _____

Are you related to anyone employed by PHFC, if so whom? _____

Are you legally eligible for employment in the United States? _____ Yes _____ No

(If offered employment, you will be required to provide documentation to verify eligibility.)

RECORD OF CONVICTION:

Have you ever pled guilty or no contest to or been convicted of a felony? _____ If yes, when, where and what was the disposition of the case. **Explain Below (Attach sheet if more space is need; date and sign attachment to this application)**

Have you had a traffic violation within the past 5 years? _____ If yes, explain below. (**Attach sheet if more space is need; date and sign attachment to this application**)

EDUCATION:

Please indicate education or training which qualifies you for the position you are seeking.

High School:

Name _____ Address _____ City/State _____
Years Completed _____ Diploma: ____ Yes ____ No G.E.D. ____ Yes ____ No
Certificate of Completion ____ Yes ____ No

College:

Name _____ Address _____ City/State _____
Years Completed _____ Degree Earned _____ Major _____

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Name _____ Address _____ City/State _____
Years Completed _____ Degree Earned _____ Major _____

Other Training and/or Vocational School:

Name _____ Address _____ City/State _____
Years Completed _____ Degree or Certificate Earned _____

Describe any relevant specialized training, internships, skills, or experience you have: _____

PROFESSIONAL LICENSE:

Type of License (s) Held _____
State License Number _____
License Expiration Date _____

EMPLOYMENT HISTORY:

Begin with your most recent position.

Employer _____ Address _____

Job Title _____ Telephone Number _____

Dates Employed: From _____ To _____
Month/Year Month/Year

Supervisor _____ Salary: Start _____ End _____

Reason for leaving _____

Describe your responsibilities: _____

Employer _____ Address _____

Job Title _____ Telephone Number _____

Dates Employed: From _____ To _____
Month/Year Month/Year

Supervisor _____ Salary: Start _____ End _____

Reason for leaving: _____

Describe your responsibilities: _____

Employer _____ Address _____

Job Title _____ Telephone Number _____

Dates Employed: From _____ To _____
Month/Year Month/Year

Supervisor _____ Salary: Start _____ End _____

Reason for leaving: _____

Describe your responsibilities: _____

Employer _____ Address _____

Job Title _____ Telephone Number _____

Dates Employed: From _____ To _____
Month/Year Month/Year

Supervisor _____ Salary: Start _____ End _____

Reason for leaving: _____

Describe your responsibilities: _____

REFERENCES:

Name	Address	Telephone Number



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I certify that all the information I have provided in order to apply for and secure work with the Presbyterian Home for Children is true, complete and correct.

I understand that if any information provided by me is found to be false, incomplete, or misrepresented in any respect, will be sufficient cause to (i) cancel further consideration of this application, or (ii) immediately discharge me from the Presbyterian Home for Children’s service whenever it is discovered.

I expressly authorize, without reservation, the Presbyterian Home for Children, its representative, employees or agents to contact and obtain information from all reference (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume, or job interview. I hereby waive any and all rights and claims that I may have regarding the Presbyterian Home for Children, it agents, employees or representatives, for seeking, gathering and using such information in the employment process and all persons corporations or organizations for furnishing such information about me.

I understand that the Presbyterian Home for Children does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excluding any applicant from consideration for employment on a basis prohibited by applicable local, state, or federal law.

I understand that this application remains current for only 90 days. At the conclusion of that time, if I have not heard from the Presbyterian Home for Children and still wish to be considered for employment, it may be necessary to reply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the Presbyterian Home for Children reserves the same right to terminate my employment at any time, with or without cause, without prior notice, except as may be required by law. This application does no constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the Presbyterian Home for Children is authorized to make any assurance to the contrary and that no implied, oral or written agreement contrary to the foregoing express language are valid unless they are in writing and signed by the President of the Presbyterian Home for Children.

I understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States. The federal immigration laws required applicants to complete an I-9 Form in this regard.

I understand that the Presbyterian Home for Children is a drug free workplace and operates in compliance with the Drug Free Workplace Act. All employees must agree to abide by the terms of this policy as stated in Section 28 of the employee handbook as a condition of continued employment with the Agency.

I understand that if I am hired, my continued employment is contingent upon (i) my clearing the Alabama Department of Human Resources State Central Registry on Child Abuse/Neglect; (ii) my clearing of the Criminal History Information from the Alabama Bureau of Investigation and (iii) my health clearance as required by the Alabama Department of Human Resources Minimum Standards.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant _____

Date _____

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**MOTOR VEHICLE REPORT
Permission Form**

As a consideration of employment, I give permission for the company/agent who insures the Presbyterian Home for Children to obtain a Motor Vehicle Report of my driving record for insurability purposes. I understand that this report will be made upon hiring and at any given time during my employment.

I further understand that my employment is contingent upon being insurable to drive vehicles for the company and that my employment may be terminated at any time, if I am considered to uninsurable by the insurance company that insures the above mentioned employer.

Driver's Signature

Driver's Printed Name

Date

Driver's License Number

Issuing State

Driver's Date of Birth

Date Received

Received by