



## **APPLICATION FOR EMPLOYMENT**

**PERSEUS HOUSE, INC. is an Equal Opportunity Employer. You are not required to give any information on this form that is prohibited by applicable laws.**

ANY OFFER OF EMPLOYMENT MAY BE CONDITIONED UPON THE RESULTS OF POST-OFFER MEDICAL EXAMINATIONS AND/OR INQUIRIES WHICH ARE REQUIRED OF ALL ENTERING EMPLOYEES AND UPON PASSAGE OF TESTS DESIGNED TO MEASURE YOUR ABILITY TO PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION OFFERED.

Use an additional sheet if you need additional space to complete your answer to any item.

### **I. PERSONAL DATA**

- a. Name in Full \_\_\_\_\_  
Address \_\_\_\_\_ Phone No. \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_
- b. Are you over 21 years of age? \_\_\_\_\_
- c. Do you have a legal right to accept employment in the United States? \_\_\_\_\_ If "No", please explain: \_\_\_\_\_  
\_\_\_\_\_
- d. Do you have a valid driver's license? \_\_\_\_\_ If "Yes", please give state and license number.  
\_\_\_\_\_

### **II. POSITION DESIRED:**

- a. First Choice: \_\_\_\_\_  
Second Choice: \_\_\_\_\_
- b. Wages Expected: \_\_\_\_\_

- c. Perseus House, Inc. operates the following shifts: 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> and depends on each employee to work the shift for which he/she is hired on a regular, full time basis. Will you be able to meet this attendance requirement for any position offered? \_\_\_\_\_
- d. Please list briefly any qualifications you have that relate to the position(s) for which you are applying.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- e. Have you ever worked for Perseus House, Inc. before? \_\_\_\_\_ If “Yes” please give dates and position you held. \_\_\_\_\_  
\_\_\_\_\_
- f. Are you employed now? \_\_\_\_\_ If “Yes”, please state where, how long you have worked there, your current position, and the name of your immediate supervisor: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- g. Have you ever worked in Human Services before? \_\_\_\_\_ If “Yes”, please state where and for how long? \_\_\_\_\_  
\_\_\_\_\_
- h. Can you perform the essential functions of the job desired with or without accommodation?  
 Yes     No     Need more information about the job’s “essential functions” to respond.

### **III. EDUCATION**

	Name and Location of School	Course of Study	Did you Graduate?	Type of Degree (Circle one)
High School				Diploma / GED
College/University				MA / MS
				BA / BS
Trade, Business or Other School				

- a. Please list any special courses, training, seminars, workshops, etc. which you have completed that might relate to the position(s) for which you are applying: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- b. Please list any licensed, certificates or professional accreditations you hold that might relate to the position(s) for which you are applying. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- c. Are you familiar with the Sanctuary Model? Do you have any training in trauma focused treatment?  
\_\_\_\_\_  
\_\_\_\_\_

**IV. EMPLOYMENT HISTORY**

Give name and addresses of all previous employers (including Civil Service). Please list most recent position first and then your other positions in descending order.

Employer's Name and Address	Immediate Supervisor's Name	Kind of Work	Date Started	Date Left	Reason for Leaving

- a. Have you ever served in any branch of the military service? \_\_\_\_\_ If "Yes" please list branch of service \_\_\_\_\_

**V. PERSONAL REFERENCES (Do not use relatives)**

- a. Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_
- b. Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_
- c. Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_

**VI. OTHER INFORMATION**

- a. Do you have any "sideline" business interests? \_\_\_\_\_  
Describe \_\_\_\_\_
- b. Why would you like to work for Perseus House, Inc? \_\_\_\_\_
- c. Please provide any other information not requested that you feel will be helpful to Perseus House, Inc. in evaluating your suitability for employment. \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

I hereby certify that the foregoing statements are true and correct to the best of my knowledge and belief and hereby grant Perseus House, Inc. (“Perseus House”) permission to verify such answers and investigate work and personal references. **I understand that any false statements on this application or in any interview may be considered sufficient reason for rejection of this application or for dismissal if such false information is discovered subsequent to my employment. I further acknowledge and understand that the making of a false or incomplete statement on this Application will constitute willful misconduct as an employer has the right to expect prospective employees and current employees to be honest and forthcoming when providing information upon which employment is based.** I understand that no representation made by Perseus House or its supervisors, whether in writing or made orally, constitutes a contract of employment or implies any promise or limitation regarding specific policies or benefits, etc, or limits Perseus House’s rights to discharge me without notice or liability to me for salary or wages, except such as may have been earned up to the date of termination of service. I also understand that my salary, wages, benefits and other terms or conditions of employment are subject to change by Perseus House and, if hired, I will be notified of these changes. I also agree, if hired, that upon termination of employment with Perseus House, whether upon my decision or Perseus House’s, that Perseus House may offset and deduct advances, employee purchases, loans and losses or damages which Perseus House sustains as a result of my willful or negligent acts. I hereby agree to take physical and other examinations whenever required by Perseus House. I also understand that Perseus House has established a smoke free environment in many areas of the organization and has banned the use of all smoking materials in these areas by employees while on the premises. I authorize the employers, schools, or persons named above to give any information regarding my previous employment, character, general reputation and personal characteristics, together with any information that they have regarding me whether or not it is in their records. I hereby release said agency, employers, schools, or persons from all liability for any damage issuing this information. All employees are hired by Perseus House, Inc., not for any specific facility. I agree, if hired, by Perseus House, Inc., that I may be transferred at will to any facility according to our organization’s needs. In addition, if accepted for employment, I hereby agree to abide by the rules and regulations of Perseus House.

As an agency we embrace the 7 commitments of the Sanctuary Model which include:  
Non Violence, Social Learning, Emotional Intelligence, Democracy, Social Responsibility, Open Communication and Growth and Change. Employees are trained in the use of the Sanctuary Model in their interactions with clients and coworkers.

SIGNED: \_\_\_\_\_ DATED: \_\_\_\_\_