



# Benjamin's House Emergency Shelter, Inc.

## Application for Employment

**Benjamin's House is an equal opportunity employer and does not discriminate against applicants on the basis of sex, color, ancestry, disability, marital status, race, creed (religion), age, national origin, or any other legally protected status.**

*(Please Print)*

Position for which you are applying: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_

### Education

Check highest level completed: \_\_\_ HS \_\_\_ GED \_\_\_ Associates \_\_\_ Bachelor \_\_\_ Masters

### **Colleges/Universities Attended**

College/University Name, City, State, Zip	Major	Degree/Year Received

### **Other Qualifications**

License or Certificate	Date	State or Licensing Agency

## Special Skills and Qualifications

Summarize special job related skills and qualifications acquired through employment and other experience.

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## Work Experience

(List employment history for the last five years with the most recent employment first.)

<b>Job Title:</b>			
From :	To:	Salary:            per	Hours per week
Employers names and address		Supervisors names and phone number	
		May we contact?    ___ yes    ___ no	
Briefly describe your duties and accomplishments			
Reason for leaving			

<b>Job Title:</b>			
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Employers names and address		Supervisors names and phone number	
		May we contact?   ___ yes   ___ no	
Briefly describe your duties and accomplishments			
Reason for leaving			

(If you need additional space, please continue on a separate sheet of paper)

**Other Activities**

**List professional, trade, business or civic activities and offices held.**

You may exclude memberships which would reveal sex, color, ancestry, disability, marital status, race, creed (religion), age, national origin, or any other legally protected status.


**General**

Do you have a legal right to work in the United States?  Yes  No  
(All new hires will be required to provide documentation  
establishing identity and legal right to work in the United States)

On what date would you be available for work? \_\_\_\_\_

Can you travel if a job requires?  Yes  No

Do you have a valid, unrestricted Wisconsin driver's license?  Yes  No

Have you been convicted of a crime, other than minor traffic offenses?  Yes  No  
If yes, please explain:

**Applicant's Statement**

I certify that answers give herein are true and complete to the best of my knowledge.

I authorize investigation of all statement contained in this application for employment as may be necessary in arrive 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 the 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 abuse by all rules and regulations of the Employer.

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Signature of Employer

Date