



IGNATIUS HOUSE APPLICATION FOR EMPLOYMENT

A DRUG FREE workplace.

Ignatius House observes "Equal Employment Opportunity", the "Americans with Disabilities Act" and the right of every employee to work in an environment free of sexual harassment.

Ignatius House is an "at will" employer.

Feel free to attach a resume - or use the back of the application to explain any answers in more detail.

Today's Date: _____

Full Name: _____

Address: _____

Preferred phone # _____ Email: _____

Are you over 17 years of age? _____

Are you legally employable in the US and able to provide proof of such? _____

Are you agreeable to having your background checked? _____

Have you ever applied to Ignatius House in the past? _____

Were you ever employed by Ignatius House in the past? _____

Do you know someone who works, or once worked, for Ignatius House? _____

What position are you applying for? _____

What are your salary requirements? _____

Are you seeking full or part time? _____

What days / shifts are you available to work?

What languages do you speak?

Why are you interested in Ignatius House?

Job Skills/Qualifications

Please list below the skills and qualifications you possess for the position for which you are applying, please include all computer skills:

(Note: Ignatius House complies with the ADA and considers reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions.)

Education and Training

High School

Name	Location (City, State)	Year Graduated	Degree Earned

College/University

Name	Location (City, State)	Year Graduated	Degree Earned

Vocational School/Specialized Training

Name	Location (City, State)	Year Graduated	Degree Earned

Previous Employment

Employer Name:

Job Title: -

Supervisor Name: -

Employer Address: -

City, State and Zip Code: -

Employer Telephone: -

Dates Employed: -

Reason for leaving: -

Employer Name:

Job Title: -

Supervisor Name: -

Employer Address: -

City, State and Zip Code: -

Employer Telephone: -

Dates Employed: -

Reason for leaving: -

Please read the statements below before signing this application.

I certify that all information I have supplied is correct to the best of my knowledge. I understand that deliberate omissions or deliberate misinformation will disqualify my application. Misinformation discovered after hire can result in dismissal.

I give consent to IGNATIUS HOUSE to verify all content, references and background information. In doing so, I waive liability against anyone contacted to provide / confirm data on this application when they supply factual information without malice.

AT-WILL EMPLOYMENT

The relationship between you and the Ignatius House is referred to as "employment at will." This means that your employment can be terminated at any time for any reason, with or without cause, with or without notice, by you or the Ignatius House . No representative of Ignatius House has authority to enter into any agreement contrary to the foregoing "employment at will" relationship. You understand that your employment is "at will," and that you acknowledge that no oral or written statements or representations regarding your employment can alter your at-will employment status, except for a written statement signed by you and either our Executive Director or Director of Operations.

Applicant Signature

Interviewer Signature

Filename: Application for Employment Rev 2023