

EMPLOYMENT APPLICATION

HARCATUS Tri-County C.A.O., Inc.

821 Anola Street

New Philadelphia, OH 44663

740-922-0933

www.harcatus.org

Please answer all of the following questions honestly and thoughtfully. Incomplete applications will not be considered. Please type or print clearly. HARCATUS is an Equal Opportunity Employer and we do not discriminate on the basis of race, color, religion, sex, ancestry, national origin, age, military status, marital status, veteran status, disability, genetic information or other legally protected characteristic. You may exclude any requested information below that would disclose the above protected statuses.

Name: _____ Date of Application: _____

Street Address: _____

City, State, Zip Code: _____

Primary Telephone: _____ Secondary Phone: _____

Email _____

Are you legally authorized to work in the U.S.? Yes ☐ No ☐

Are you related to or live with a person/persons associated with HARCATUS in any manner? Yes ☐ No ☐

Fully Describe: _____

Are you a previous or current Head Start parent? Yes ☐ No ☐

Position(s) Applied for: _____ Rate of pay expected \$ _____ per _____

Would you work Full-Time? Yes ☐ No ☐ Part-Time? Yes ☐ No ☐ Date available to work _____

Were you previously employed by HARCATUS? Yes ☐ No ☐ If yes, when? _____

HARCATUS has a number of facilities in Harrison, Carroll & Tuscarawas Counties therefore travel during the work day may be required.

Do you have a valid Ohio Driver's License? Yes ☐ No ☐

Do you have reliable transportation? Yes ☐ No ☐

Do you have liability, and uninsured/underinsured and/or medical payment insurance on the vehicle(s) you drive?

Fully Describe: _____

Have you accumulated points on your Ohio motor vehicle driving record because of traffic violations?

Yes ☐ No ☐ How many? _____ Describe: _____

Please describe any activities or special skills, certifications, licenses you may have acquired which might be helpful to you in the job for which you are applying: _____

Describe familiarity with computers and/or software: _____

Please circle the highest grade or year completed in the following categories:

Diploma/Degree?

High School 9 10 11 12

Yes ☐ No ☐

College 1 2 3 4 5

Yes ☐ No ☐

Trade/Technical School 1 2 3 4 5

Yes ☐ No ☐

Name of last school you attended _____

Major/Degree _____

Have you been convicted of a criminal offense? Yes ☐ No ☐

HARCATUS conducts criminal background checks through the National Webcheck system which includes a BCI and may include an FBI background check. Specific HARCATUS programs may require additional registry checks to comply with licensing, federal or state regulations.

IMPORTANT NOTE: A criminal record will not automatically disqualify you from consideration or hire. WE will evaluate the nature of the offense, the amount of time elapsed, and the relationship of the offense to the job position for which you are being considered in making hiring decisions.

MILITARY SERVICE RECORD

Were you in the U.S. Armed forces? Yes ☐ No ☐ If yes, what Branch? _____

Dates of duty: From: _____ to _____ Rank at discharge: _____

List duties in the service including special training: _____

EMPLOYMENT HISTORY

Begin with your present or most recent employer, then your next previous one, etc. Please be complete.

****DO NOT USE "SEE RESUME"****

1. Present or Last Employer _____

Address: _____

Type of Business _____ Employed from _____ to _____

Beginning Position _____ Ending Position _____

Beginning Wages \$ _____ per _____ Ending Wage \$ _____ per _____

Please describe the work you performed and your responsibilities _____

Reason for leaving _____

Name of Supervisor _____

May we contact this employer now? Yes ☐ No ☐ Phone # _____

2. Previous Employer _____
Address _____
Type of Business _____ Employed from _____ to _____
Beginning Position _____ Ending Position _____
Beginning Wages \$ _____ per _____ Ending Wage \$ _____ per _____
Please describe the work you performed and your responsibilities _____

Reason for leaving _____
Name of Supervisor _____
May we contact this employer now? Yes ☐ No ☐ Phone # _____

3. Previous Employer _____
Address _____
Type of Business _____ Employed from _____ to _____
Beginning Position _____ Ending Position _____
Beginning Wages \$ _____ per _____ Ending Wage \$ _____ per _____
Please describe the work you performed and your responsibilities _____

Reason for leaving _____
Name of Supervisor _____
May we contact this employer now? Yes ☐ No ☐ Phone # _____

4. Previous Employer _____
Address _____
Type of Business _____ Employed from _____ to _____
Beginning Position _____ Ending Position _____
Beginning Wages \$ _____ per _____ Ending Wage \$ _____ per _____
Please describe the work you performed and your responsibilities _____

Reason for leaving _____
Name of Supervisor _____
May we contact this employer now? Yes ☐ No ☐ Phone # _____

PERSONAL REFERENCES (Not former employers or relatives)

NAME	ADDRESS	PHONE #	EMAIL

Please read the following paragraphs carefully. By signing below, I certify that I have read, understand, and agree to each of the following statements:

All of the information I have supplied on this application and any supporting documents is true, accurate, and complete to the best of my knowledge, and I have not knowingly withheld any information, which, if known to HARCATUS, would affect my application unfavorably. If I am hired by HARCATUS, and if HARCATUS discovers at any time during my employment that any of the statements or answers on this application are false, misleading, or incomplete, I may be dismissed immediately from my job. This employment application will be considered active for sixty (60) days from the date below. If I wish to be considered for a job with HARCATUS after a sixty-day period, I must complete another application.

I agree to submit to testing for drugs prior to the beginning of my employment and drug or alcohol testing on a random, for cause, or post-accident basis, after my employment begins. I understand that if I am employed by HARCATUS, I may also be required to undergo a medical examination. I understand that nothing in this employment application creates a contract of employment between HARCATUS and me. If I am hired by HARCATUS my employment and compensation are “at will”, which means that my employment can be terminated either by the Agency or me.

I give HARCATUS permission to conduct any investigation regarding the information contained in my employment application, which the Agency believes is necessary to determine my qualifications for employment with this Agency. I give HARCATUS permission to contact any school, college, or university, any personal or professional references listed in this application, or any other appropriate source or individual for the purpose of gathering any information, personal, or otherwise that such sources may have about my character, general reputation, criminal conviction record, education, or employment record, and I give my consent to any such source to release to the Agency whatever information they have about me. I also unconditionally release all named and unnamed sources from any and all liability, which might result from furnishing information about me.

Date

Signature

Please print name here

*A resume may be attached to, or submitted along with, this document. If attached or submitted, the resume also becomes an application for employment and may be researched for accuracy and truthfulness.

Thank you for your interest in our Agency.