

List friends or relatives employed by Tarry House, Inc.

Branch of Military Service

From
Month/Year

To
Month/Year

Rank upon discharge

Applicable Military Experience

List some of the hobbies that may relate to the job for which you are applying:

Have you ever been convicted? (misdemeanor and/or felony)
(Convictions will not automatically disqualify an applicant for employment)

Yes No

If Yes, please explain:

Typing <input type="checkbox"/> No <input type="checkbox"/> Yes WPM ____	Keypunch <input type="checkbox"/> No <input type="checkbox"/> Yes WPM ____	Computer experience? <input type="checkbox"/> No <input type="checkbox"/> Yes Explain:
Shorthand <input type="checkbox"/> No <input type="checkbox"/> Yes	Ten Key <input type="checkbox"/> No <input type="checkbox"/> Yes KPM ____	
Dictaphone <input type="checkbox"/> No <input type="checkbox"/> Yes	Calculator <input type="checkbox"/> No <input type="checkbox"/> Yes	

List other skills or equipment you operate:

EDUCATION

Circle the number representing the highest grade completed:

9 10 11 12
HIGH SCHOOL

Yes/No
GED

13 14 15 16
COLLEGE

17 18 19
POST GRADUATE

	NAME OF SCHOOL	CITY AND STATE	COURSE OR MAJOR	GRADE POINT OR RANK	DEGREE OR DIPLOMA
HIGH SCHOOL					
COLLEGE					
GRADUATE					
OTHER					

List extra curricular activities and/or offices held that may relate to the job for which you are applying:

HIGH SCHOOL	COLLEGE

EMPLOYMENT EXPERIENCE

(Start with your present job)

1. COMPANY NAME

TELEPHONE

()

ADDRESS

EMPLOYED

FROM

TO

SUPERVISOR'S NAME & TITLE

WEEKLY PAY

START

LAST

POSITIONS HELD & DUTIES

REASON FOR LEAVING

2. COMPANY NAME

TELEPHONE

()

ADDRESS

EMPLOYED

FROM

TO

SUPERVISOR'S NAME & TITLE

WEEKLY PAY

START

LAST

POSITIONS HELD & DUTIES

REASON FOR LEAVING

3. COMPANY NAME

TELEPHONE

()

ADDRESS

EMPLOYED

FROM

TO

SUPERVISOR'S NAME & TITLE

WEEKLY PAY

START

LAST

POSITIONS HELD & DUTIES

REASON FOR LEAVING

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

Name	Occupation or Relationship to Applicant	Telephone Number	Years Acquainted
1.		()	
2.		()	
3.		()	

OTHER QUALIFICATIONS:

REFERENCES:

APPLICANT'S STATEMENT

I, hereby certify that all of the information provided on this Application is true and complete to the best of my knowledge. I also agree that any falsified information or significant omissions may disqualify me from further consideration for employment and may result in immediate discharge if discovered at a later date.

I authorize a thorough investigation of my past employment and activities and agree to cooperate in such investigation and release from all liability or responsibility all persons and corporations requesting or supplying such information.

We are an Equal Opportunity Employer

I also understand that if employed, my employment with Tarry House, Inc. will be “at will”, and that either I or Tarry house, Inc., may terminate my employment at any time for any reason, unless the “at will” arrangement is modified by a written agreement signed by both myself and the Executive Director of Tarry House, Inc. I acknowledge that I do not rely and have not relied on any representations or statements made by the Company or any of its agents, or representatives, whether oral or otherwise, that are inconsistent with or differ in any way from the statements presented in this Application. In consideration of my employment, I agree to conform to the rules and policies of the Company and I understand that no representative of the Company other than the Executive Director has any authority to enter into any agreement, oral or written for employment for any specified period of time or to make any agreements or assurances contrary to the Company’s policies. I also understand that this Application is not a contract of employment.

Date: _____

Signature: _____

Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? A review of the activities involved in such a job or occupation has been given.

Yes No Signature: _____ Date: _____

AUTHORIZATION TO RELEASE INFORMATION TO

TARRY HOUSE, INC.,

I hereby authorize Tarry House, Inc. to investigate any statements or information provided in this application and to investigate my background generally. I agree that if, in the opinion of Tarry House, Inc., I have made a misrepresentation or the results of the investigation are not satisfactory for any reason, any offer of employment may be terminated without liability in accordance with current Tarry House, Inc., policies or practices related thereto. I hereby authorize any person, educational institution, company or corporation to give any pertinent information as requested by Tarry House, Inc.

By subscribing my signature to this statement, I hereby authorize any city, county, state or federal law enforcement agency or court related thereto release to said Tarry House, Inc. any information they possess concerning me and any prior arrest which resulted in conviction or any pending matter which has not been fully adjudicated.

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 abide by all rules and regulations of the employer.

This application for employment shall be considered active for a period of time not to exceed (6) months. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

Date

Signature