



Return to: Sanctuary, Inc.

ATTN: Personnel

P.O. Box 1165

Hopkinsville, KY 42241

Sanctuary, Inc.

Application for Employment

We consider all applicants for positions without regards to race, color, religion, creed, sex, national origin, age, disability, or any other legally protected status. Applicants must be at least 18 years of age for employment eligibility.

<i>Last Name</i>	<i>First</i>	<i>Middle</i>	<i>Date</i>
<i>Street Address</i>		<i>Telephone</i>	
<i>City, State, Zip</i>		<i>Email Address</i>	
<i>Have you ever been employed with us before?</i> <i>Yes _____ No _____ If yes, when? _____</i>		<i>Social Security Number</i>	
<i>Position Desired:</i>		<i>Pay Expected:</i>	
<i>Are you prevented from lawfully becoming employed in this country because of Visa or Immigration status? (Proof of Citizenship or Immigration status will be required upon employment).</i> <i>Yes _____ No _____</i>			
<i>Are you available to work:</i> <i>Full Time _____ Part Time _____ Shift Work _____ Temporary _____</i> <i>1st Shift _____ 2nd Shift _____ 3rd Shift _____ Rotating Shifts _____</i>			

Have you ever been convicted of a felony? Yes _____ No _____

(Conviction of a felony will not necessarily disqualify an applicant for employment).

If yes please explain-

Can you travel if a job requires it? Yes _____ No _____

If position requires, would you have daily use of an automobile? Yes _____ No _____

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at employment decision. I certify that I am at least 18 years of age.

I understand that this application is not a contract of employment. In the event of employment, I agree that false or misleading information given in my application or interview(s) will be considered grounds for termination. I understand, also, that I am required to abide by all the rules and regulations of my employer.

I understand that for employment in positions involving working with a minor, state law and/or Sanctuary, Inc. policy requires a criminal record check as a condition of employment.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Signature of Applicant _____

Employment History

Please give an accurate and complete full time and part time employment record. Start with your present or most recent employer.

Company Name	Telephone ()
Address	Employed (Month and Year) From- To-
Name of Supervisor	Last Salary
Job Title and Description of Work	Reason for Leaving

Company Name	Telephone ()
Address	Employed (Month and Year) From- To-
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Company Name	Telephone ()
Address	Employed (Month and Year) From- To-
Name of Supervisor	Last Salary
Job Title and Description of Work	Reason for Leaving

Military Experience- Did you serve in the U.S Armed Forces? Yes _____ No _____

If Yes- what Branch? _____

Education

School	Name and Location of Study	Major/Course of Study	Number of Years Completed	Did you Graduate?	Degree or Diploma	Date of Graduation
College (Graduate Work)				Yes_____ No_____		
College (Undergraduate)				Yes_____ No_____		
Business/Trade/ Technical				Yes_____ No_____		
High School				Yes_____ No_____		
Elementary				Yes_____ No_____		

Other Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

List any Licensures or Certifications currently held.

Do you have any experience working with victims of Domestic Violence? Yes _____ No _____

Do you have any experience working with victims of Sexual Assault? Yes _____ No _____

Specialized Skills (Check all that Apply)

Computer Skills (list software):

____ Word Processing: _____

_____ Data Base: _____

_____ Spreadsheets: _____

_____ Accounts Payable/Receivable: _____

Equipment Operated:

_____ Copier

_____ Fax Machine

_____ Computer

_____ Calculator

References

List three character references and/or persons familiar with your competency for the position for which you are applying. At least two must be persons not connected with Sanctuary, Inc.

Name and Occupation	Address	Phone Number

Membership in Professional Organizations

Please list any professional, trade, or business organizations that you are currently involved or affiliated with.

Comments: Express yourself regarding your special interest in the position that you are applying for.
