

# Refuge House, Inc.

## Application for Employment

This is an electronic application. Click on the gray box beside each item and fill in the requested information. You may complete this form, affix an electronic signature, and email it to the Refuge House Administrative Office ([smcgraw@refugehouse.com](mailto:smcgraw@refugehouse.com)). You also may print it and mail or fax it to Refuge House, P.O. Box 20910, Tallahassee, FL 32316 or fax 850.413.0395. If you would like a hard copy to complete by hand, contact Sheila McGraw at 850.922.6062. If you would like to request an accommodation for any disability to assist you at any stage or aspect of the application or interview process, please notify us within five days so that we can accommodate you in a timely manner.

Name: \_\_\_\_\_ Social Security No.: \_\_\_\_\_

Present Address (Street and No., City/State, Zip): \_\_\_\_\_  
 Years lived there? \_\_\_\_\_

Previous Address (Street and No., City/State, Zip): \_\_\_\_\_  
 Years lived there? \_\_\_\_\_

Telephone: \_\_\_\_\_ Are you 18 years of age or older? \_\_\_\_\_

Have you ever worked for this agency before?  
 If yes, give date(s) and position(s): \_\_\_\_\_

Do you have any friends or relatives working here?  
 If yes, give name and relationship: \_\_\_\_\_

Have you ever pled guilty or "no contest" to a crime, been convicted of a crime, had adjudication withheld, prosecution deferred, or do you have any criminal charges pending?  
 If yes, give date(s) and detail(s) for each: \_\_\_\_\_

### Previous Employment

Please list the names of your present and previous employers in chronological order, with present or most recent employer listed first, for the most recent 7 years. Be sure to account for all periods of time including any periods of unemployment.

Present or Past Employer (Name, Address, Telephone)	Dates Employed (From/To)	Pay	Position Worked and Supervisor's Name	Reason for Leaving

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Have you ever been terminated?  
 If yes, explain circumstances:

Please explain fully any gaps in your employment history:

**Education**

	School Name/Location	Years Completed	Degree	Study or Major
Elementary				
High School				
College/University				
Graduate/Professional				
Trade/Correspondence				
Other				

**Employer References (Supervisor or Manager) List the most recent 4, including your current employer.**

Name	Relationship	Email Address	Telephone

**Personal References (No Relatives)**

Name	Relationship	Email Address	Telephone

This application will be considered for a maximum of 30 days. If you wish to be considered for employment after that time, you must reapply.

Refuge House, Inc. is an equal opportunity employer and does not discriminate because of race, color, religion, sex, age, citizenship, marital status, sexual orientation, gender identity, pregnancy, disability, genetic information, military status, national origin, or political opinions except where requirement constitutes a true occupational qualification necessary to perform the tasks associated with the position.

To file a complaint of discrimination, contact or write Office for Civil Rights, Office of Justice Programs, and U.S. Department of Justice, 810 7<sup>th</sup> Street, NW, Washington, DC 20530 or call 202-307-0690 (Voice) or 202-307-2027 (TDD/TTY). Individuals who are hearing impaired or have speech disabilities may also contact OCR through the Federal Relay Service at 800-877-8339 (TTY), 877-877-8982 (Speech), or 800-845-6136 (Spanish). Or contact the Department of Legal Affairs, PL-01 The Capitol, Tallahassee, Florida, 32399, or call 850-414-3300.

Refuge House, Inc. will make reasonable accommodations to applicants with disabilities to assure equal terms, benefits, privileges and conditions of employment as required by law.

EQUAL OPPORTUNITY EMPLOYER

APPLICANT'S STATEMENT

I understand that if I am hired, my employment will be for no definite time period, regardless of the period of payment of my wages. I further understand that I have the right to terminate my employment at will at any time with or without notice or reason, and Refuge House has the same right. No one other than the Refuge House Executive Director has authority to modify this relationship or make any agreement to the contrary. Any such modification or agreement must be in writing.

I understand that Refuge House reserves the right to require me to submit to a drug test at any time and also reserves the right to require me to submit to an alcohol test and/or medical examination to the extent permitted by law. I further understand that Refuge House may contact my previous employers and I authorize those employers to disclose to Refuge House all records and other information pertinent to my employment with them. I release my previous employers from any liability as a result of their disclosure of information about me to RefugeHouse. I also authorize Refuge House to provide truthful information concerning my employment with it to my future prospective employers and I agree to hold it harmless for providing such information. I further authorize Refuge House to conduct an electronic screen of my background including queries on Internet search sites, such as Google, and social network sites, such as Facebook

I certify that I have received a written notification that Refuge House may obtain a consumer report or reports on me. I authorize Refuge House to obtain such a report or reports for use in connection with my application for employment and for other employment-related reasons. If hired, this authorization shall remain on file and serve as ongoing authorization for procurement of employment-related consumer reports at any time during my employment. I understand that the term "consumer report" includes, but is not limited to, credit checks, criminal background checks, Department of Motor Vehicle reports, and investigative consumer reports. I further understand that term "investigative consumer report" means a report in which information on my character, general reputation, personal characteristics, or mode of living is obtained through personal interviews with my neighbors, friends, or associates, or with others with whom I am acquainted or who may have knowledge concerning any such items of information.

I further understand that if employed, I will be on a 180-day introductory period. Termination for unsatisfactory performance during the first 90 days of that period will not result in any Refuge House responsibility for unemployment benefits. I further understand that completion of the introductory period does not confer any expectation of continued employment, and that if, employed, my employment will be for no definite period and "at-will."

By signing this application, I certify that all of the information that I provide on this application and in any interview will be true, complete and accurate. I understand that if I am employed and any such information is later found to be false or misleading in any respect, I will be dismissed.

I hereby certify that all the information I have provided in this application is true and accurate. (You may print and sign this application and submit via mail or fax, or you may sign and submit electronically.)

Signature of Applicant\_\_\_\_\_

Date\_\_\_\_\_