



Please submit completed application and resume to hr@harmonyfamilycenter.org

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date Available: _____ Desired Salary: \$ _____

Position Applied for: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If yes, when? _____

Have you ever been convicted of a felony? YES NO

If yes, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please provide three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Work Experience

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Salary Range: \$ _____
Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference? Yes No

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Salary Range: \$ _____
Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference? Yes No

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Salary Range: \$ _____
Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference? Yes No

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Driver's License

Do you have a Driver's License? Yes _____ No _____

Driver's License #: _____ State / Exp Date: _____ / _____

Have you had any accidents or moving violations in the past 3 years? Yes _____ No _____

Do you have a reliable means of transportation? Yes _____ No _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____

Note: Please be aware candidates will be asked to undergo a background check prior to employment. Failure to disclose any prior convictions will result in immediate ineligibility for employment.

Harmony Family Center maintains a strict policy prohibiting all forms of unlawful discrimination or harassment. Harmony conducts its affairs without regard to race, color, ethnicity, religion, sex, sexual orientation, gender identity and/or expression, family or marital status, veteran status, political affiliation, national origin, ancestry, disability, age or any other characteristic protected by federal, state or local law.

I understand that employment with Harmony Family Center is at-will, meaning that I or the Organization may terminate my employment at any time, or for any reason consistent with applicable state or federal laws.

I authorize the Organization to conduct a thorough background check of my work, personal history and verify all data given on this application and during interviews. I hereby release the organization and its representatives or agents from any liability that might result from such an investigation. I authorize all individuals, schools and firms named to provide any requested information and release them from all liability for providing this information.

I understand that the Organization requires the successful completion of a drug and/or alcohol test as a condition of employment.