



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: _____

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

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

	YES	NO
Have you ever been convicted of a felony?	☐	☐

If yes, explain: _____

Education

High School: _____ Address: _____

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

College: _____ Address: _____

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

Other: _____ Address: _____

	YES	NO	
From: _____ To: _____ Did you graduate?	☐	☐	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.