

COVENANT HOUSE MISSOURI

2727 N. Kingshighway, St. Louis, MO 63113

APPLICATION FOR EMPLOYMENT

(Please Print All Answers)

The following information is requested in order to help us make the best possible placement within the agency. All portions of this application pertaining to you must be completed. We appreciate the time you spend filling in this application. The agency, in accordance with State and Federal laws, does not discriminate on the basis of age, race, religion, color, sex, sexual orientation, national origin, marital status or disability.

LAST NAME	FIRST NAME	MIDDLE INITIAL	SOCIAL SECURITY NUMBER		
STREET ADDRESS		APT#	CITY	STATE	ZIP CODE
HOME PHONE NUMBER			OTHER NUMBER		
Have you ever worked for this company before? Yes ___ No ___ If YES, when and where:			Have you ever been convicted of a crime? (Answering "yes" to this question does not automatically preclude eligibility for employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation, and position applied for will be taken into account.) Yes ___ No ___ If YES, when and where:		
Are you legally eligible for employment in the United States? Yes ___ No ___					
If you are under the age of 18, please state your date of birth:					
How were you referred to Covenant House? _____					
EDUCATION	NAME OF SCHOOL	CITY & STATE	DID YOU GRADUATE	# YEARS ATTENDED	DEGREE/MAJOR
HIGH SCHOOL					
COLLEGE					
OTHER EDUCATION OR TRAINING					
Do you plan to continue your studies? _____ If YES, please explain _____					
List any school activities, volunteer work or memberships in organizations which you consider relevant to your ability to perform the job for which you have applied. _____					
Position for which you are applying: _____ Salary Required: _____ Date available to start: _____ Full time ___ Part time ___ Per Diem					
What days and hours are you available to work? _____					
Do you have a valid driver's license? ___ Yes ___ No State _____					

Covenant House is an Equal Opportunity Employer

EMPLOYMENT HISTORY (Begin with most recent employer)

COMPANY		ADDRESS		TELEPHONE NUMBER
DATE OF EMPLOYMENT FROM: _____ TO: _____		SALARY START: _____ END: _____		
YOUR POSITION		SUPERVISORS NAME, TITLE & NUMBER		May We Contact?
DESCRIBE YOUR DUTIES				REASON FOR LEAVING
COMPANY		ADDRESS		TELEPHONE NUMBER
DATE OF EMPLOYMENT FROM: _____ TO: _____		SALARY START: _____ END: _____		
YOUR POSITION		SUPERVISORS NAME, TITLE & NUMBER		May We Contact?
DESCRIBE YOUR DUTIES				REASON FOR LEAVING
COMPANY		ADDRESS		TELEPHONE NUMBER
DATE OF EMPLOYMENT FROM: _____ TO: _____		SALARY START: _____ END: _____		
YOUR POSITION		SUPERVISORS NAME, TITLE & NUMBER		May We Contact?
DESCRIBE YOUR DUTIES				REASON FOR LEAVING
COMPANY		ADDRESS		TELEPHONE NUMBER
DATE OF EMPLOYMENT FROM: _____ TO: _____		SALARY START: _____ END: _____		
YOUR POSITION		SUPERVISORS NAME, TITLE & NUMBER		May We Contact?
DESCRIBE YOUR DUTIES				REASON FOR LEAVING
Explain and give details of any period of unemployment longer than 30 days _____				
Were you ever discharged by any company? _____ If so, name of company _____ Reason for discharge _____				
List the name and telephone number of three personal references who have known you six months or longer. Do not list relatives.				
NAME	ADDRESS		OCCUPATION	
	PHONE			
NAME	ADDRESS		OCCUPATION	
	PHONE			
NAME	ADDRESS		OCCUPATION	
	PHONE			
<p>The foregoing answers are complete and true. No information has been withheld which would affect my application unfavorably. Each of my former employers and all other persons having information concerning me are authorized to give this information to Covenant House. I authorize Covenant House to release any information that may be requested regarding my employment here. References received and deemed unsatisfactory by Covenant House may be considered sufficient cause for discharge. All new employees are appointed to positions on trial for 6 months, and if they do not meet the requirements for their assignments within that period Covenant House reserves the right to release them at any time. I further understand that my employment with Covenant House is at-will and that my employment may be terminated with or without cause or notice at any time, at either my option or that of Covenant House.</p>				
Applicant's Signature _____				Date _____