

*We are an Equal Opportunity Employer,  
dedicated to a policy of non-discrimination in  
employment on any basis including race, age,  
gender, orientation, religion, or national origin.*

## Cardinal Community House

### Application for Employment, Educational, and Volunteer Opportunities

#### **PERSONAL INFORMATION**

Date \_\_\_\_\_ Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle

Present Address \_\_\_\_\_  
Street City State Zip

Permanent Address \_\_\_\_\_  
Street City State Zip

Phone \_\_\_\_\_ Email \_\_\_\_\_

Referred By \_\_\_\_\_

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#### **EMPLOYMENT/EXPERIENCE DESIRED:**

Position: \_\_\_\_\_ Date you can start: \_\_\_\_\_ Salary Desired \_\_\_\_\_

Are you employed now? \_\_\_\_\_. If so, may we contact your current employer? \_\_\_\_\_

Have you ever applied to this company before? \_\_\_\_\_. If so, when? \_\_\_\_\_

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#### **EDUCATION:**

List the highest level of education you have currently achieved \_\_\_\_\_  
and from Which institution? \_\_\_\_\_

**CURRENT STUDENTS:** (only complete if you are a current student or prospective student wishing to have an  
evaluation report made available to educational institutions or future employers)

Which educational institution are you attending? \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

May we contact you educational institution? \_\_\_\_\_

What is your major or focus of study? \_\_\_\_\_

What is your anticipated graduation date? \_\_\_\_\_

Please note areas of interest by checking all that apply:

Security/Law Enforcement \_\_\_\_\_ Mental Health \_\_\_\_\_ Social work \_\_\_\_\_

Government \_\_\_\_\_ Non-profits \_\_\_\_\_ Administration \_\_\_\_\_

Other \_\_\_\_\_ Please list:

\_\_\_\_\_  
\_\_\_\_\_

List any agencies or organizations you are interested in establishing a career with.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**AVAILABILITY:**

Date/Time	Monday	Tuesday	Wednesday	Thursday	Friday	Sat.	Sun.
AM							
PM							

Scheduling notes:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Semester schedule attached? \_\_\_\_\_

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**EMPLOYMENT EXPERIENCE:** (we must have at least three professional references and phone numbers)

List Below Last Three Employers, Starting with the Last One First

**EMPLOYER #1 -**

Employer name: \_\_\_\_\_

Phone number: \_\_\_\_\_

Address: \_\_\_\_\_

Are you currently employed there? \_\_\_\_\_ If not reason for leaving?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EMPLOYER #2 -**

Employer name: \_\_\_\_\_

Phone number: \_\_\_\_\_

Address: \_\_\_\_\_

Reason for leaving?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EMPLOYER #3 -**

Employer name: \_\_\_\_\_

Phone number: \_\_\_\_\_

Address: \_\_\_\_\_

Reason for leaving?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**REFERENCES:** (we must have three personal references unrelated to you, and their phone numbers)

Give the names of three persons not related to you, whom you have known at least one year.

Name	Phone	Relationship/Occupation	Years Acquainted
1.			
2.			
3.			

**EMERGENCY CONTACT INFORMATION:**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone number: \_\_\_\_\_ Address: \_\_\_\_\_

**CRIMINAL HISTORY:** (A criminal history does not necessarily disqualify you from opportunities with OHH. However, dishonesty does.)

\* Have you ever been arrested? \_\_\_\_\_. If yes, please explain \_\_\_\_\_  
\_\_\_\_\_

\* Have you even been civilly or administratively adjudicated to have engaged in sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility or other institution? \_\_\_\_\_  
\_\_\_\_\_

\* Have you ever been convicted of engaging or attempting to engage in sexual activity in the community facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable to consent or refuse? \_\_\_\_\_ Have you ever been civilly or administratively adjudicated to have engaged or attempted to engage in the above conduct? \_\_\_\_\_  
\_\_\_\_\_

I authorize investigation of all statements contained in this application; I understand that misrepresentations or omission of facts called for are grounds for termination. Further, I understand and agree that my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without any previous notice.

Date \_\_\_\_\_ Signature \_\_\_\_\_

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