



APPLICATION FOR EMPLOYMENT

We appreciate your interest in The Salvation Army. The Salvation Army is an equal opportunity employer. The Salvation Army does not discriminate against any applicant or employee based on race, color, sex, national origin, age, religion, sexual orientation, gender identity, disability, or any other bases protected under federal, state, or local law. It is also The Salvation Army's policy to comply with all applicable federal and state laws respecting consideration of unemployment status in making hiring decisions.

PLEASE PRINT

Date of Application _____

Name _____
Last First Middle

Street Address _____
Number Street City State Zip Code

Telephone # (_____) _____ - _____ Cellular/Other Phone # (_____) _____ - _____

Email Address _____

Position(s) Applied For _____

How did you learn about us? Advertisement Employment Agency Relative Friend Inquiry
 Other _____

Best time to contact you at home is: _____:_____ AM PM

If you are under 18 years of age, can you provide required proof of eligibility to work? Yes No

Have you ever applied for a position with The Salvation Army before?..... Yes No

Have you ever been employed with us before? Yes No

Do any of your friends or relatives, including your spouse, work here?..... Yes No

Are you currently employed?..... Yes No

May we contact your present employer? Yes No

Will you now or in the future require sponsorship for an employment visa (e.g. H-1B status)? Yes No

Proof of citizenship or immigration status will be required upon employment.

Date available for work: / /

Are you available to work: Full-Time please indicate shift 1 2 3
 Part-Time please indicate shift Mornings Afternoon Evenings
 Temporary please state dates available _____ to _____

Are you currently on "lay-off" status and subject to recall?..... Yes No

Can you travel if a job requires it?..... Yes No

MILITARY SERVICE

Have you ever served in the armed forces?..... Yes No

Are you now a member of the National Guard?..... Yes No

Specialty _____ Date Entered _____ Discharge Date _____

Describe any job-related training received in the United States military.

EMPLOYMENT EXPERIENCE

Start with your present or last job and go back seven years. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status. **Attach additional sheets if necessary.**

1.

	NAME OF LAST SUPERVISOR	DATES EMPLOYED
Name of Employer _____		
Address _____	_____	FROM: _____
City, State, Zip Code _____	EMAIL: _____	TO: _____
Phone Number _____	JOB TITLE: _____	
Reason for leaving:		
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.		

2.

	NAME OF LAST SUPERVISOR	DATES EMPLOYED
Name of Employer _____		
Address _____	_____	FROM: _____
City, State, Zip Code _____	EMAIL: _____	TO: _____
Phone Number _____	JOB TITLE: _____	
Reason for leaving:		
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.		

List professional trade, business or civic activities and offices held.

You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status:

Describe any specialized training, apprenticeship, skills and extra-curricular activities.

EDUCATION

Type of School	Name and Address of School	Course of Study	Years Completed	Diploma Degree	Years Attended
High School					
College					
Graduate Professional					
Other (Specify)					

APPLICANT'S STATEMENT

I certify the answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

I will complete all paperwork necessary allowing The SalvationArmy to conduct this investigation.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond that time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the Employer.

Applicant's Name (Print)

Applicant's Signature

Date

FOR PERSONNEL DEPARTMENT USE ONLY

Applicant ID # _____

Arrange Interview Yes No

Remarks: _____

INTERVIEWER

DATE

Employed Yes No Date of: _____

Job Title _____

Department _____

Location _____

By _____

NAME AND TITLE

DATE

Position(s) applied for: _____ Date: _____

NAME: _____ POSITION: _____ DATE: _____ / _____ / _____