



**EMPLOYMENT APPLICATION
SERVE CITY
622 EAST AVE.
HAMILTON, OH 45011**

Position(s) applied for:		Date of Application:
Last Name:	First Name:	Middle:
Address:		
City:	State:	ZIP:
Email Address:		
Phone #'s		
How did you hear about us?		

Are you legally eligible to work in the United States?
(ID and proof of eligibility will be required upon offer of employment) YES NO

Are you over the age of 18 years? YES NO

Can you with or without reasonable accommodation perform the essential functions of this job? YES NO

Have you ever applied to Serve City before? Date: YES NO

Have you ever worked at Serve City before? Date: YES NO

Have you ever received services from Serve City? Date: YES NO

Do you have a valid driver's license? YES NO

Do you have reliable transportation? YES NO

Have you ever been convicted of a felony? (A conviction will not necessarily disqualify you)? Explain: YES NO

Are you related to anyone at Serve City? Who: YES NO

Are you able to remain drug and alcohol free while working at Serve City? YES NO

What salary or rate of pay to you expect to receive if employed? \$ _____ per _____
(Do not skip this question or put "negotiable")

Have you ever been terminated or asked to resign from a job? Explain: YES NO

On what date would you be available to begin work? _____



Serve City
A MINISTRY OF HELP AND HOPE

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Availability:

Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1 st Shift							
2 nd Shift							
3 rd Shift							

Education:

	Name and City of School	Course of Study or Major	# of Years Completed	Diploma/Degree
High School				
Technical School				
College				
Graduate School				

List any academic honors, Scholarships, Offices held, extracurricular activities, etc.

List any specialized training, apprenticeships, licenses or skills:

Are you a US Military Veteran? YES NO

Please provide any additional information that you feel will help us in considering your application.

References:

Name	Phone	Email	Relationship to you

APPLICANT ACKNOWLEDGEMENT AND AUTHORIZATION

PLEASE READ CAREFULLY BEFORE SIGNING

I hereby certify that all of the information provided by me in this application (or any other accompanying or required documents) is correct, accurate and complete to the best of my knowledge. I understand that the falsification, misrepresentation or omission of any facts in said documents will be cause for denial of employment or immediate termination of employment regardless of the timing or circumstances of discovery.

I understand that submission of an application does not guarantee an employment opportunity. I further understand that, should an offer of employment be extended by Serve Cituy that such employment with Serve City is at-will, with no specified duration and may be terminated by either Serve City or myself at any time, with or without cause or notice. I understand that none of the documents, policies, procedures, actions, statements of Serve City or its representatives used during the employment process is deemed a contract of employment real or implied. I understand that no representative of Serve City except the Executive Director has the authority to enter into any agreement guaranteeing any conditions of employment or any agreement contrary to the foregoing statements and that any such agreements must be made in writing and signed by the Executive Director of Serve City.

In consideration for employment with Serve City, if employed, I agree to conform to the rules, regulations, policies and procedures of Serve City at all times and understand that such obedience is a condition of employment. I understand that due to the nature of Serve City's business, attendance and punctuality are considered essential requirements of every job at Serve City and that poor attendance or tardiness will result in disciplinary action including but not limited to termination.

I understand that if offered a position with Serve City, I may be required to submit to a pre-employment drug screening and background check as a condition of employment. I understand that unsatisfactory result from, refusal to cooperate with, or any attempt to affect the results of these pre-employments tests and checks will result in withdrawal of any employment offer or termination of employment if already employed.

I hereby authorize any and all schools, former employers, references, courts and any others who have information about me to provide such information to Serve City and/or any of its representatives, agents or vendors.

I understand that this application is considered current for one year (twelve months). If I wish to be considered for employment after this period I must fill out and submit a new application.

BY SIGNING BELOW, I ACKNOWLEDGE THAT I HAVE READ, UNDERSTOOD AND AGREE TO THE ABOVE STATEMENTS.

Signature

Date

Name and number of person completing this form if other than applicant:
