

CHILDHAVEN, INC.
Employment Application

P.O. Box 2070, Cullman, AL 35056, (256) 734-6720; FAX (256) 734-6721

Your interest in our organization is appreciated. Applications are kept on file for six (6) months. If you have not been hired within six months of the date of your application, you must re-file if you are to be considered for future employment.

Date: _____

Personal Information

Name: _____ Phone No.: _____

Social Security No.: _____ Email: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Position currently applying for: _____

Status Desired: Full Time _____ Part Time _____ Other _____

Desired Start Date: _____ Dates Available: _____

Have you ever been known by any other name? Yes _____ No _____

If Yes, what name? _____

Dates known by this name: _____

Have you ever been convicted of a felony? Yes _____ No _____

If yes, describe in full: _____

Have you ever been convicted of a misdemeanor? Yes _____ No _____

If yes, describe in full: _____

Have you ever been arrested? Yes _____ No _____

If yes, describe in full: _____

Have you ever been bonded? Yes _____ No _____

If Yes, where? _____

Are you a citizen of the United States? Yes _____ No _____

If not, give Alien Registration Number: _____

Are you over age 18? Yes _____ No _____ If No, do you have a work permit? Yes _____ No _____

Do any of your friends or relatives work here? Yes _____ No _____

If Yes, list name(s): _____

Referral Source: Advertisement _____ Friend _____ Relative _____ Church _____ Employee _____

Please provide the name, address, and phone number of three references, not related to you:

1) Name: _____ Phone: _____

Address: _____

2) Name: _____ Phone: _____

Address: _____

3) Name: _____ Phone: _____

Address: _____

If required for the position for which you are applying, will you consent to periodic physical examinations and blood or urine analysis? (Note: This analysis may test for controlled substances.) Yes _____ No _____

Have you previously filed an application here? Yes _____ No _____ Date _____

Have you previously been employed here? Yes _____ No _____ Date _____

Are you on lay-off and subject to recall? Yes____ No____

List office or business software you have operated: _____

List any skills, qualifications, courses, or training you have that relate to the position for which you are applying:

List Professional, Trade, Business, or Civic activities and offices held:

Are you a member of the Military Reserve or National Guard? Yes____ No____

If Yes, what branch of the U.S. Military Service? _____

Employment History
(Please begin with most current)

1. Company Name: _____

Address: _____

Start Date: _____ End Date: _____

Describe the work you did: _____

Starting Salary: _____ Ending Salary: _____

Reason for Leaving: _____

Name of Supervisor: _____ Telephone: _____

2. Company Name: _____

Address: _____

Start Date: _____ End Date: _____

Describe the work you did: _____

Starting Salary: _____ Ending Salary: _____

Reason for Leaving: _____

Name of Supervisor: _____ Telephone: _____

3. Company Name: _____

Address: _____

Start Date: _____ End Date: _____

Describe the work you did: _____

Starting Salary: _____ Ending Salary: _____

Reason for Leaving: _____

Name of Supervisor: _____ Telephone: _____

May we contact the employers listed above? Yes _____ No _____

If not, indicate which one(s) you do not wish us to contact and state the reason why:

Summarize special skills and qualifications acquired from employment and experience:

Driving Record

Do you presently have a valid driver's license? Yes ___ No ___

If yes, list the following driver's license information:

State: _____ Number: _____ Type: _____ Expiration Date: _____

Have you had a moving violation within the past five years? Yes ___ No ___

If yes, describe in detail:

Have you ever been charged or convicted of a DUI? Yes ___ No ___

If yes, describe in detail:

Education

High School: _____

Address: _____

Check last year completed: 1____ 2____ 3____ 4____

Did you graduate? Yes____ No____

College: _____

Address: _____

Major: _____ Minor (if applicable): _____

Check last year completed: 1____ 2____ 3____ 4____ graduate____

Did you graduate? Yes____ No____

List degrees: _____

College: _____

Address: _____

Major: _____ Minor (if applicable): _____

Check last year completed: 1____ 2____ 3____ 4____ graduate____

Did you graduate? Yes____ No____

List degrees: _____

Technical School: _____

Address: _____

Course of study: _____

Check last year completed: 1____ 2____ 3____ 4____

Did you graduate? Yes____ No____

List diploma or degree: _____

AGREEMENT
(Please Read Carefully)

I certify that all of the information given by me on this application or in supplemental form is true and correct to the best of my knowledge and belief. I further understand that false or misleading statements or consequential omissions of any kind on this application or supplemental forms are sufficient cause for my not being hired or my dismissal if I am hired.

I agree, understand, and authorize this Corporation or its agents to investigate my background. I authorize the persons or organizations referenced in this application to give the Corporation any and all information they might have, personal or otherwise, with regard to any of the subjects covered by this application; and I release all such parties from all liability for any damage that may result from furnishing such information to this company.

I also agree and understand that under the Fair Credit Reporting Act I have been told that this investigation may include an investigative consumer report, including information regarding my character, general reputation, personal characteristics, and mode of living. If any such investigation results in denial of employment, I shall be so advised, the Corporation shall supply the investigative report, and I will be given an opportunity to correct any misinformation contained in any such report. I agree to furnish such additional information and complete such examinations (including periodic physical examinations and tests for controlled substances) as may be required by the Corporation. I agree and understand that my initial and continued employment is contingent upon my taking periodic polygraph tests when requested, and that refusal to take such an examination, or refusal to take a physical examination when requested, will subject me to termination. Further, I agree and understand that if the Corporation is not satisfied with the results of any polygraph test that I may take, that I may be terminated.

I agree and understand that the Corporation may require that I be approved for bonding as a condition of my employment. Further, I will comply with the Corporation's security policies and other policies, rules, and procedures that are or may be established by the corporation from time to time.

It is agreed and understood that this Application for Employment in no way obligates the Corporation to employ me and that any offer of employment is subject to the terms and conditions stated on this application form. I agree and understand that my employment is for no definite duration and may be terminated at will by either the Corporation or me. It is agreed and understood by me that participation in any of the benefit programs of the Corporation does not create a contract of employment. Handbooks or other statements of Corporation policy are not a contract and cannot create a contract of employment for any definite duration. I agree and understand that only the Executive Director, after consultation with the Childhaven Board of Directors has the authority to establish a contract of employment with me, and that any such contract must be in writing, designated as an employment contract, and signed by both parties. It is understood that all employees are subject to a six month probationary period upon being hired, and this probation period may be extended if deemed necessary by the Executive Director.

In the event of my employment, any Corporation materials entrusted during the course of my employment will be returned to the Corporation on the last day of employment, whether I resign or am terminated. I agree and understand that should I be employed, I will not at any time or in any manner, either directly or indirectly, divulge, disclose, or communicate to any person, firm, or corporation in any manner whatsoever any confidential information concerning any matters affecting or relating to the business of the Employer, including, without limiting the generality of the foregoing, any of its clients, customers, services, manner of operation, its plans, and other proprietary information. I understand that I may be asked to sign a confidentiality agreement consistent with this paragraph as a condition of employment.

I agree and understand that, should the Corporation loan me any money during the course of my employment and that said loan is not paid off prior to the termination of my employment with the Corporation, the Corporation may deduct money due it from my final pay to the extent allowed by law, and I will remain responsible for paying off said loan within three months subsequent to the termination of my employment.

This certifies that this application, as well as any attachments, was completed by me, and that all entries on it and information in it are true and complete, to the best of my knowledge.

Signature of Applicant: _____

Date: _____

House Parent Employment Application Addendum

Please answer the following questions. Use additional pages if necessary.

1. What attracts you to the Childhaven ministry?

2. With regards to working with troubled and abused children, what do you feel your greatest strengths and weaknesses are?

3. Please describe your personal faith, and your relationship with God and His church.

4. Describe your personal child rearing philosophy, giving particular attention to discipline strategies.