



# NEIGHBORHOOD HOUSE ASSOCIATION

5660 Copley Drive  
San Diego, Ca 92111

Tel. (858) 715-2642

## APPLICATION FOR EMPLOYMENT

HR Dept. (Only)

TODAYS DATE

MO. DAY YEAR

SOCIAL SECURITY NUMBER

<b>PERSONAL</b>	INSTRUCTIONS: READ CAREFULLY – ANSWER ALL QUESTIONS. IT IS TO YOUR BEST INTEREST TO MAKE A COMPLETE AND UP-TO-DATE STATEMENT OF YOUR PERSONAL HISTORY AND QUALIFICATIONS. ANY FALSE STATEMENT OR ANSWER MAY BE CAUSE FOR REJECTION OR FOR DISCHARGE AFTER APPOINTMENT. PLEASE PRINT IN INK OR USE TYPEWRITER.				<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms.		
	NAME: LAST		FIRST	MIDDLE	POSITION OF INTEREST		
	PRESENT ADDRESS: NUMBER – STREET - APT. NO.			BUSINESS TELEPHONE Area Number Ext.		HOME TELEPHONE Area Number	
	CITY		STATE	ZIP CODE		MESSAGE TELEPHONE Area Number	
	MAILING ADDRESS (If different from above)				ARE YOU: YES NO Under 18? <input type="checkbox"/> <input type="checkbox"/>		
	HAVE YOU EVER WORKED FOR NEIGHBORHOOD HOUSE ASSOCIATION? Yes <input type="checkbox"/> No <input type="checkbox"/> IF YES, GIVE DATE: _____						
	DO YOU HAVE ANY RELATIVES WORKING FOR NHA? Yes <input type="checkbox"/> No <input type="checkbox"/> IF YES, RELATIONSHIP: _____						
	Have you ever been convicted of a criminal offense (felony or misdemeanor)? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, state nature of the crime(s), when and where convicted and disposition of the case.						
	LIST DRIVER'S LICENSE NUMBER AND OTHER LICENSES/CERTIFICATES REQUIRED BY THE JOB ANNOUNCEMENT:						
	<b>JOB INTEREST</b>	LANGUAGES OTHER THAN ENGLISH LANGUAGE(S) <u>Bilingual English/Spanish</u> <input type="checkbox"/> SPEAK <input type="checkbox"/> READ <input type="checkbox"/> WRITE					
CLERICAL/SECRETARIAL APPLICANTS ONLY: APPROX. TYPING SPEED _____ WPM				I AM AVAILABLE FOR:			
COMPUTER EXPERIENCE? Yes <input type="checkbox"/> No <input type="checkbox"/>				<input type="checkbox"/> Full-Time Employment <input type="checkbox"/> Part-Time Employment <input type="checkbox"/> Temporary Employment			
<b>REFERENCES</b>	GIVE NAME, ADDRESS AND TELEPHONE NUMBER OF THREE REFERENCES WHO ARE NOT RELATED TO YOU AND ARE NOT PREVIOUS EMPLOYERS.						
<b>EDUCATION</b>	High School	Name and Address		No. of years completed	Did you graduate? Yes _____ No _____	Degree or GED Certificate	
	NAME & LOCATION OF COLLEGES OR VOCATIONAL AND/OR BUSINESS SCHOOLS ATTENDED		DATES ATTENDED	CREDITS COMPLETED Sem./Qtr. Units	MAJOR SUBJECT OR COURSE	UNITS COMPLETE IN MAJOR	DEGREE/ CERTIFICATE
			from:				
			to:				
			from:				
			to:				
			from:				
		to:					

### EQUAL OPPORTUNITY EMPLOYER

It is the policy and practice of the Neighborhood House Association to select and promote employees based on their qualifications and ability to do the job without regard to sex, actual or perceived sexual orientation, race, color, religious creed, national origin, physical disability/mental disability, medical condition, age, pregnancy and marital status.

**EXPERIENCE:**

(NOTE: This application should be completed **even though a resume is attached** – the application is frequently used as a preliminary screening device.)

Read the experience requirements in the job announcement before completing this section. Begin with your most recent job. List all jobs, and any periods of unemployment, in the last ten years. Also, list any jobs you held more than ten years ago, which relate to the duties of the job for which you are applying. Also, list any volunteer experience, which relates to the job for which you are applying. Attach additional sheets if necessary.

This application is not a contract of employment. Any individual may voluntarily leave employment upon proper notice and may be terminated by the agency at any time for any reason. Any oral or written statements or promises to the contrary are hereby expressly disavowed and should not be relied upon by any prospective or existing employee.

Name of present or last employer:	Your Title: _____
Address: _____	Your Duties: _____
Dates: from _____ to _____	
Salary: _____ Hrs./wk. _____	
Reason for leaving: _____	
Name of present or last employer:	Your Title: _____
Address: _____	Your Duties: _____
Dates: from _____ to _____	
Salary: _____ Hrs./wk. _____	
Reason for leaving: _____	
Name of employer:	Your Title: _____
Address: _____	Your Duties: _____
Dates: from _____ to _____	
Salary: _____ Hrs./wk. _____	
Reason for leaving: _____	
Name of employer:	Your Title: _____
Address: _____	Your Duties: _____
Dates: from _____ to _____	
Salary: _____ Hrs./wk. _____	
Reason for leaving: _____	
I certify that all information provided is true to the best of my knowledge	<b>DO NOT WRITE HERE</b>
Signature of Applicant	Approved by: _____
Date	Rejected by: _____
	Reason: _____
	Certificates: Typing _____ / _____ Speed _____ (Cert. Date)
	Shorthand _____ / _____ Speed _____ (Cert. Date)
	Other _____ / _____ (Cert. Date)

## APPLICATION SURVEY FORM

Neighborhood House Association is an equal opportunity employer. We must demonstrate that we meet equal employment opportunity requirements by reporting statistical information about applicants. The confidential information requested below is necessary for our reporting requirements. This information will be kept separate from other papers and will not be used in any way to make employment decisions. Your participation is voluntary and would be greatly appreciated.

Position applied for \_\_\_\_\_

Please check the appropriate box:

- Female       Male       Physical/Mental/Medical Conditions

### Race or Ethnic Group

- 1. Hispanic: All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish Culture or origin, regardless of race.
- 2. Black (not of Hispanic origin): All persons having origins in any of the Black racial groups.
- 3. Asian or Pacific Islanders: All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Pacific Islands, or the Indian sub-continent. For example: The area includes China, Japan, Korea, the Philippines, Samoa, and India.
- 4. American Indian or Alaskan native: All persons having origins in any of the original peoples of North America, and who maintain cultural identification through Tribal affiliation or community recognition.
- 5. White (not of Hispanic origin): Also includes, all persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

### Referral Source

- Head Start Parent       Volunteer
- Newspaper, magazine       Community organization \_\_\_\_\_
- Employment agency \_\_\_\_\_       Personal referral, another employee
- Other \_\_\_\_\_  
(Please specify)

### Immigration Information

If offered employment, you will be required to complete an employment eligibility verification form and submit documents verifying your identity and your right to work in the United States. Documents that establish both requirements include one of the following:

- U.S. Passport
- Unexpired foreign passport with attached employment authorization
- Certificate of Citizenship
- Resident alien card
- Certificate of naturalization

Otherwise, you must provide one document of the following to establish your employment authorizations:

- Social Security card
- United States birth certificate
- Unexpired INS employment authorization

And one of the following to establish your identity:

- State issued Driver's License or ID Card with a photograph or other identifying information
- United States Military Card



## Neighborhood House Association

Administrative Offices

Human Resources Department

5660 Copley Drive • San Diego, CA 92111 • Voice (858) 715-2642 • Fax (858) 715-2677

CHAIRPERSON  
Randy K. Jones, Esq.

PRESIDENT & CEO  
Rudolph A. Johnson, III

### AUTHORIZATION FOR RELEASE OF INFORMATION

I \_\_\_\_\_ Social Security Number \_\_\_\_\_  
(Please Print Name)

hereby authorize Neighborhood House Association to thoroughly investigate my reference, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the agency any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the agency, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
Applicant's Signature