

**Board Members**  
 Scott McCauley, President  
 John Baer, Vice-President  
 Lynell Smith, Secretary/Treasurer  
 AnnMarie Howard, Member  
 Carolyn Rasmussen, Member

**Self-Help Homes**  
 63 North 400 West · Provo, Utah 84601  
 (801) 375-2205 Phone  
 (801) 354-7855 Fax

Brad Bishop  
 Executive Director

## EMPLOYMENT APPLICATION

### PERSONAL INFORMATION (Please Print)

Date: \_\_\_\_\_

Name (Last, First, Middle):	
Present Address (Street, City, State, Zip):	
Permanent Address (Street, City, State, Zip):	
Telephone:	E-mail
Are you related to any Self-Help Homes employees or Board Members? If yes, list names and relationships. <input type="checkbox"/> Yes <input type="checkbox"/> No	
Can you perform the functions of the job for which you are applying, either with or without a reasonable accommodation? If no, explain in writing and attach to this form. <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you either a U.S. citizen, or authorized to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you 18 years of age or older? <input type="checkbox"/> Yes <input type="checkbox"/> No	
While criminal conviction is not an absolute bar to employment, it will be considered in relation to specific job requirements. Have you been convicted of a felony within the last 7 years? If yes, attach explanation. <input type="checkbox"/> Yes <input type="checkbox"/> No	

### EMPLOYMENT DESIRED

Position:	Date you can start::
Are you employed now? <input type="checkbox"/> Yes <input type="checkbox"/> No	
May we contact your present employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you available <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> As a substitute	

### EDUCATION

	School name and Location (city, state)	Courses of Study	Years Completed	Diploma or Degree Received
High School				
Undergraduate College				
Graduate/Professional				
Professional or Vocational Licenses or other				

**OTHER** (Summarize special skills and other information relative to job position. Attach additional sheets as needed.)

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**EMPLOYMENT EXPERIENCE** (List last three employers, beginning with most recent)

Employer:	Phone: (    )	Work Performed
Address:		
City, State, Zip:		
Job Title:	Supervisor:	
Start Date/Salary:	End Date/Salary:	
Reason for Leaving:		
Employer:	Phone: (    )	
Address:		
City, State, Zip:		
Job Title:	Supervisor:	
Start Date/Salary:	End Date/Salary:	
Reason for Leaving:		
Employer:	Phone: (    )	Work Performed
Address:		
City, State, Zip:		
Job Title:	Supervisor:	
Start Date/Salary:	End Date/Salary:	
Reason for Leaving:		

**REFERENCES** (List professional references only)

Name	Address	Phone	Occupation
		(    )	
		(    )	
		(    )	

**INFORMED CONSENT AND RELEASE OF LIABILITY**

I hereby understand and acknowledge that 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 the Executive Director of this organization.

I CERTIFY that all statements made herein are true and correct to the best of my knowledge and that any misrepresentation of material facts may subject me to disqualification or dismissal.

I authorize Self-Help Homes to investigate any and all of my past and present work, education, and law enforcement records to ascertain any and all information which may be pertinent to my employment qualification. I do hereby release from all liability and persons and organizations reporting information required by this application.

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