# Brighter House Application for EmploymentA yellow sun and green text Description automatically generated

Candidate's Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Application: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SSN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you 18 years of age or older?

❑ Yes ❑ No

Are you either a U.S. citizen or an alien authorized to work in the U.S.?

❑ Yes ❑ No

Have you ever worked or attended school under another name? If so, under what name?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Position Desired

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Start date availability: \_\_\_\_\_\_\_\_

How did you hear about Brighter House? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Wage rate desired: $ \_\_\_\_\_\_\_\_\_\_\_ ❑ Hourly ❑ Monthly ❑ Annually

Do you prefer: ❑ Full-time ❑ Part-time If part-time, hours per week desired:\_\_\_\_\_\_\_\_\_\_\_\_\_

Hours you are available to work: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Days of week you are available to work: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you able to work: ❑ Weekends

❑ Holidays

❑ Nights

❑ Overtime

Are you able to perform this job’s duties with or without reasonable accommodation?

Yes ❑ No

Have you previously worked for Burke Psychosocial Services, Inc.? ❑ Yes ❑ No

Dates of employment with Burke Psychosocial Services, Inc.: From \_\_\_\_\_\_\_\_ To \_\_\_\_\_\_\_\_

Reason(s) for leaving: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Former supervisor(s) at Brighter House: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Education

| High School: | Graduated?  ❑ Yes ❑ No | Course of Study: |
| --- | --- | --- |
| Technical School: | Graduated?  ❑ Yes ❑ No | Course of Study: |
| College/University: | Graduated?  ❑ Yes ❑ No | Course of Study: |
| Post-Graduate Education: | Graduated?  ❑ Yes ❑ No | Course of Study: |
| Other education, training or special skills: | | |

List any special trainings and seminars relevant to this position you have completed in the last five years?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Skills**

Driver’s License: \_\_\_\_\_\_\_\_ Car for Use at Work: \_\_\_\_\_\_\_

Sign Language: \_\_\_\_\_\_\_\_ Foreign Language (specify): \_\_\_\_\_\_ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you experienced in using personal computers? ❑ Yes ❑ No ❑ PC? ❑ Mac?

Below, please list any software programs you are competent in that might be beneficial to this position.

Are you currently employed in the state of North Carolina? Yes \_\_\_\_ No \_\_\_\_

Are you a citizen of the United States? Yes \_\_\_\_ No \_\_\_\_

If not, are you an alien lawfully authorized to work in the United States? Yes \_\_\_\_ No \_\_\_\_

Have you ever been convicted of an offense against the laws other than a minor traffic violation?

(A conviction does not mean you cannot be hired. The offense and how recently you were

convicted will be evaluated in relation to the job for which you are applying) Yes \_\_\_\_ No \_\_\_\_

(If you have a previous conviction, please explain fully on an additional sheet.)

### Work Experience

| Please list all previous employment and volunteer experience, beginning with the most recent. Use additional sheets if necessary. | | | |
| --- | --- | --- | --- |
| Employer: | | Address: | |
| From To | Position Held: | | Reason for Leaving: |
| Supervisor's Name & Title: | | | May we contact?  ❑ Yes ❑ No |
| Description of Duties: | | | |
| Employer: | | Address: | |
| From To | Position Held: | | Reason for Leaving: |
| Supervisor's Name & Title: | | | May we contact?  ❑ Yes ❑ No |
| Description of Duties: | | | |
| Employer: | | Address: | |
| From To | Position Held: | | Reason for Leaving: |
| Supervisor's Name & Title: | | | May we contact?  ❑ Yes ❑ No |
| Description of Duties: | | | |

**References**

Identify three people who are familiar with your work, beginning with the most recent.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City, State, Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position or Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Years Known: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City, State, Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position or Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Years Known: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City, State, Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position or Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Years Known: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Authorization and Acknowledgements

I affirm that the information I have provided in this application is true to the best of my knowledge, information, and belief, and I have not knowingly withheld any information requested. I understand that withholding or misstating any information requested in this application is grounds for rejection of my application, and that providing false or misleading information in this application is grounds for discharge.

I authorize the company to verify my references, record of employment, education record, and any other information I have provided. Unless otherwise noted, I authorize the references I have listed to disclose any information related to my work record and my professional experiences with them, without giving me prior notice of such disclosure.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Candidate's Signature Date