

Application for Employment
Neighborhood House 905 Spruce St., Ste. 200, Seattle, WA 98104
www.nhwa.org

Neighborhood House is an equal opportunity employer and encourages applications from all persons. Auxiliary services are available upon request to individuals with disabilities.
 TDD/Washington Telecommunications Relay Service: 800.833.6384.

APPLICATION INSTRUCTIONS

1. Please fill out the application below
2. Along with your application, please email, fax, or mail your resume and targeted cover letter
3. To be notified of future job openings by email, you may subscribe to our employment notification service by sending your email address to nhjobs@nhwa.org

Position Applying for: _____				
Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> _____				
	Last Name		First Name	Middle

Home Address	Apt. #	City	State	Zip Code

Phone: Home	_____	Cell	_____	Work
			_____	Work Ext.

Email: _____				

How did you learn about this position? _____	
Have you ever been employed by Neighborhood House? Yes <input type="checkbox"/> No <input type="checkbox"/> Still Employed? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Under what name: _____ What location / position: _____	
Are you legally authorized to work in the United States? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Have you been convicted of a crime, plead guilty or been released from prison within the past seven (7) years? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, indicate the date and nature of the offense: _____	

EDUCATION				
	Name of School	Location	Dates Attended	Diploma/Degree
High School / GED	_____			N/A
College	_____			
Graduate School	_____			
Other	_____			
Training	_____			

EXPERIENCE AND SKILLS

Typing: _____wpm Ten Key: Yes No Word Processing: Yes No

Computer Experience: Yes No If yes, on what programs? _____

Languages spoken fluently other than English _____

Please list other activities which have provided you with experience, training or skills which you feel would be helpful in a position with Neighborhood House:

EMPLOYMENT HISTORY

This section must be completed in detail. Your resume will not substitute for a completed application unless the job posting indicates. Beginning with your present or most recent employment, list your work experience for at least the last 10 years. Include periods of self-employment, U.S. military service, and any job-related volunteer experience. Be sure to list all jobs that relate to the position for which you are applying, no matter how long ago you worked in the position. If extra space is needed, please attach additional sheets.

Employer Name: _____ Phone: _____

Address: _____ May we contact this employer? Yes No

Position: _____ Dates employed (Mo./Yr.) From: _____ To: _____

Supervisor: _____ Ending Pay: \$ _____ Per _____ Full-time Part-time

Duties and Responsibilities: _____

Reason for leaving: _____

Employer Name: _____ Phone: _____

Address: _____ May we contact this employer? Yes No

Position: _____ Dates employed (Mo./Yr.) From: _____ To: _____

Supervisor: _____ Ending Pay: \$ _____ Per _____ Full-time Part-time

Duties and Responsibilities: _____

Reason for leaving: _____

Employer Name: _____ Phone: _____
Address: _____ May we contact this employer? Yes No
Position: _____ Dates employed (Mo./Yr.) From: _____ To: _____
Supervisor: _____ Ending Pay: \$ _____ Per _____ Full-time Part-time
Duties and Responsibilities: _____

Reason for leaving: _____

Employer Name: _____ Phone: _____
Address: _____ May we contact this employer? Yes No
Position: _____ Dates employed (Mo./Yr.) From: _____ To: _____
Supervisor: _____ Ending Pay: \$ _____ Per _____ Full-time Part-time
Duties and Responsibilities: _____

Reason for leaving: _____

Employer Name: _____ Phone: _____
Address: _____ May we contact this employer? Yes No
Position: _____ Dates employed (Mo./Yr.) From: _____ To: _____
Supervisor: _____ Ending Pay: \$ _____ Per _____ Full-time Part-time
Duties and Responsibilities: _____

Reason for leaving: _____

Give dates and explain all periods of unemployment during the last 10 years.

DRIVER'S LICENSE

If stated as a requirement for this position, complete all data in this section.

State of current valid driver's license: Washington Other state (specify) _____ None

License No. _____ Class/Type/Expiration _____

If this position requires a State of Washington driver's license, answer the following: In the last five (5) years, has your license been suspended or revoked? No Yes If Yes, list date revoked/suspended and reason:

Please list any tickets, accidents or moving violations in the last three (3) years:

Have you held a license in another state in the last three (3) years? No Yes If Yes, provide license number and name (if different from your current license). Name: _____

Number: _____ State: _____ Year(s): 20 _____ to 20 _____

REFERENCES

List the names and current telephone numbers of three professional and at least one personal.

Indicate Type	Name	Organization	Phone
<input type="checkbox"/> Professional	_____	_____	_____
<input type="checkbox"/> Professional	_____	_____	_____
<input type="checkbox"/> Professional	_____	_____	_____
<input type="checkbox"/> Personal	_____	_____	_____
<input type="checkbox"/> Personal	_____	_____	_____

I certify that all statements on my application are true to the best of my knowledge. I authorize the agency to check the references provided and to pursue additional references if needed. I understand that employment at Neighborhood House is "at will," which means the employee or employer may terminate the employment relationship with or without cause at anytime. This application is not a contract of employment.

Signature: _____ Date: _____

