

# Interfaith Sanctuary Housing Services

## Job Application

1. **Position Applied For:** \_\_\_\_\_

2. **Social Security No.:** \_\_\_\_\_ (will need to provide if hired)

3. **Full legal Name:** \_\_\_\_\_

Last Name	First	Middle
_____	_____	_____
	Business Phone	Cell Phone:

4. **Home Phone:** \_\_\_\_\_

5. **Email Address:** \_\_\_\_\_

6. **Street Address:** \_\_\_\_\_

City	State	Zip
_____	_____	_____

### 8. Education:

8a. Highest school grade completed:      1 2 3 4 5 6 7 8 9 10 11 12

8b. Number of years of post high school education:      1 2 3 4

8c. List degree or course of study (if applicable):

### 9. If you plan to complete an educational program in the future, then indicate the degree or program to be completed

9a. Completion Date: \_\_\_\_\_

10. **Work Experience:** Start with the most recent work experience. Describe all traditional, military and voluntary work experience. Describe your knowledge, skills and abilities that demonstrate your qualifications for the position for which you are applying. Please attach an additional page if needed. Please complete even if a resume is provided.

10a. Job Title \_\_\_\_\_  
Employer Name \_\_\_\_\_  
Employer Address \_\_\_\_\_  
\_\_\_\_\_ Phone \_\_\_\_\_

Job Duties:

Supervisor / Manager \_\_\_\_\_  
Title \_\_\_\_\_  
Final Salary \_\_\_\_\_  
Dates (Month/ Year) \_\_\_\_\_ To \_\_\_\_\_  
Hours/week \_\_\_\_\_

Reason for leaving

10b. Job Title \_\_\_\_\_  
Employer Name \_\_\_\_\_  
Employer Address \_\_\_\_\_  
\_\_\_\_\_ Phone \_\_\_\_\_

Job Duties:

Supervisor / Manager \_\_\_\_\_  
Title \_\_\_\_\_  
Final Salary \_\_\_\_\_  
Dates (Month/ Year) \_\_\_\_\_ To \_\_\_\_\_  
Hours / Week \_\_\_\_\_

Reason for leaving

11. **Job Skills:** Use the following space to provide any additional information that you think would be helpful in our evaluation of your job application. This can include specialized training, seminars, workshops, accreditations, special achievements or valuable skills. You may attach an additional page if needed.

12. **Licenses Held:** (including drivers) or certifications to practice a trade or profession.

Type	License Number*	Granted by (licensing board)

\* you do not need to include the driver's license #, but do indicate if you have a current license.

13. **References:**

List the full name, address, phone number and email addresses of two to three persons that you'd like to use as a reference. Email addresses must be provided.

Full Name	Address	Phone Number	Email Address

14. **Compliance** with the Immigration Reform and Control Act requires that you are you legally eligible for employment in the United States?  Yes  No.

Please note that under the Immigration Reform and Control Act of 1986, that you may be required to fill out a certification verifying that you are eligible to be employed and verifying your identity.

15. **Prior Convictions:**

15a. Have you ever been convicted of a criminal offense (felony or misdemeanor)?  Yes  No

If yes, then please provide the following:

Describe the Offense (s), when and where convicted and disposition of the case:

**Note:** No applicant will be denied employment solely on the grounds of conviction of a criminal offense.

16. **Work Start Date:** When will you be available to start work?

\_\_\_ Month \_\_\_ Day \_\_\_\_\_ Year/ Are you available to work the schedule listed in the job description? \_\_\_yes\_\_\_no

17. **On a separate sheet of paper, please describe your interest in this position and being part of an organization that works with individuals experiencing homelessness.** *Note: this is a required part of the application.*

18. **Job Application Certification:**

I hereby certify that all entries on this job application and any attachments are true and complete. I also agree and understand that any falsification this information may result in my forfeiture of employment.

I understand that all information on this job application is subject to verification and I consent to criminal history and background checks. I also agree that you may contact references.

Dated \_\_\_\_\_ Job Applicant Signature  
(note: this can be typed)

**Application Instructions:** Please email cover letter, resume, and application to applications@interfaithsanctuary.org and include the job position title in the subject line. Applications must be emailed and not faxed, mailed, or hand-delivered to our shelter or administrative locations. Application materials can be submitted in Word or PDF formats and can be found online at <http://interfaithsanctuary.org/employment/>. Application materials are reviewed upon receipt. **Incomplete applications (e.g., resumes only with no completed application form) will not be considered.**

All applications will receive a response to indicate it's been received. **This job position will remain open until filled.**  
Thanks for your interest.

Interfaith Sanctuary prohibits discrimination on the basis of race, color, national origin, religion, sex/gender, family status, sexual orientation, veteran status, gender expression/identity, disability, or age. Reasonable accommodation will be made as appropriate to enable any employee or applicant for employment to safely and properly perform the job applied for as requested and as appropriate.