



# APPLICATION FOR EMPLOYMENT

REVISED 02/2017

The Alcove is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, color, age, sex, religion, national origin, the presence of mental, physical or sensory disability, sexual orientation, or any other basis prohibited by federal, state, or local law. **PLEASE COMPLETE THE ENTIRE APPLICATION TO ENSURE PROPER PROCESSING.**

Date

## PERSONAL INFORMATION (Please Print)

Date Applying (M/D/Y) \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Name \_\_\_\_\_

Current Address - Street \_\_\_\_\_

P O Box \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone Number \_\_\_\_\_ Email Address \_\_\_\_\_

Emergency Contact Name \_\_\_\_\_ Telephone Number \_\_\_\_\_ Relationship to you \_\_\_\_\_

Position

Are you less than 18 years of age? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you legally eligible for employment in the U.S. Yes \_\_\_ No \_\_\_

Have you been convicted of a felony in the last seven (7) years? Yes \_\_\_\_\_ No \_\_\_\_\_

**The Alcove participates in the E-Verify Program.** If you are hired, you will be required to provide proof of identity and legal authority to work in the United States and to complete an I-9 Form. The Alcove will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS) with information from each new associate's Form I-9 to confirm work authorization.

If yes, list convictions that are a matter of public record (arrest are not convictions). A conviction will not necessarily disqualify you for employment. Factors related to your conviction will be taken into consideration.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How did you hear about opportunities with The Alcove?

\_\_\_\_\_ Referral \_\_\_\_\_ Our Website \_\_\_\_\_ Newspaper

\_\_\_\_\_ Other - Please explain

\_\_\_\_\_

First Name

Have you worked for The Alcove before? If so, when \_\_\_\_\_

**EMPLOYMENT** Position \_\_\_\_\_ Department \_\_\_\_\_

Salary Desired \_\_\_\_\_ Date you can start \_\_\_\_\_ Are you able to work overtime \_\_\_ Yes \_\_\_ No

Specify hours you are available for each day of the week	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

EDUCATION	Name / Location	Years Completed	Did you graduate?	Studied / Degree?
High School		1 2 3 4	Y N	
College		1 2 3 4	Y N	
Other		1 2 3 4	Y N	

Have you ever eaten at The Alcove? Describe your experience \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Last Name

What do you like about The Alcove? \_\_\_\_\_

Why would you like to work for The Alcove? \_\_\_\_\_

**FORMER EMPLOYERS** List below current and last two employers starting with the most recent one first. Please include any non-paid / volunteer experience which is related to the job for which you are applying. Please complete even if you attach a resume.

Date/s (please use Month / Day / Year)

FROM	Current Employer (Name and Address of Employer - Type of Business)	Salary or Hourly	Position
TO		Starting _____	Reason for Leaving
		Ending _____	

Duties Performed

Supervisor's Name \_\_\_\_\_ Phone Number \_\_\_\_\_ May we contact? \_\_\_\_\_

FROM	Current Employer (Name and Address of Employer - Type of Business)	Salary or Hourly	Position
TO		Starting _____	Reason for Leaving
		Ending _____	

Duties Performed

Supervisor's Name \_\_\_\_\_ Phone Number \_\_\_\_\_ May we contact? \_\_\_\_\_

FROM	Current Employer (Name and Address of Employer - Type of Business)	Salary or Hourly	Position
TO		Starting _____	Reason for Leaving
		Ending _____	

Duties Performed

Supervisor's Name \_\_\_\_\_ Phone Number \_\_\_\_\_ May we contact? \_\_\_\_\_

**REFERENCES —** Provide below the names of three professional references, whom you have known at least one year.

Name	Address & Phone Number	Business	How do you know this person?
1.			
2.			
3.			

**APPLICANT STATEMENT** I certify that all information I have provided in order to apply for and secure work with The Alcove is true, complete, and correct. I understand that any information provided by me that is found to be false, incomplete, or misrepresented in any respect, will be sufficient cause to (1) cancel further consideration of this application, or (2) immediately discharge me from The Alcove's service, whenever it is discovered.

I expressly authorize, without reservation, The Alcove, its representatives, employees, or agents to contact and obtain information from all references (personal and professional) employers, public agencies, licensing authorities, and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume, or job interview. I hereby waive any and all rights and claims I may have regarding The Alcove, its agents, employees, or representatives, for seeking, gathering, and using such information in the employment process and all other persons, corporations, or organizations for furnishing such information about me.

I understand The Alcove does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state, or federal law.

I understand that this application remains current for 6 months. At the conclusion of the time, if I have not heard from The Alcove and still wish to be considered for employment, it will be necessary to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and The Alcove reserves the right to terminate my employment at any time with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of The Alcove is authorized to make any assurances to the contrary and that no implied, oral, or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by The Alcove's president.

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and federal immigration laws require me to complete an I-9 Form in this regard. I also understand that The Alcove will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS) with information from each new associate's Form I-9 to confirm work authorization.

**DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT:** I certify that I have read, fully understand, and accept all terms of the foregoing Applicant Statement.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_