Harmony At Home
Employment Application

Please complete employment application, include a copy of your resume and references and return to Harmony At Home:
By E-Mail: admin@harmony-at-home.org
By Fax: (866)280-0931
In Person/By Mail: 3785 Via Nona Marie Ste. 300, Carmel CA 93923
APPLICATION OF EMPLOYMENT

It is the policy of this company to provide equal employment opportunities to all qualified persons without regard to race, creed, color, religious belief, sex, age, national origin, physical or mental handicap or veteran status.

Note: Please type or print your answers. If you print, please do so in blue or black ink and write neatly. An illegible application may preclude you from consideration.

POSITION APPLYING FOR: ____________________________________________________________

PERSONAL INFORMATION

First Name   Middle Initial   Last Name

Current Address:
Street and Apt. #    City  State  Zip Code

Permanent Address (if different from above):
Street and Apt. #    City  State   Zip Code

Telephone: ________________________ E-mail: ________________________

Social Security #: _____-_____-______  Driver’s License #: ________________ State: ______

I am an U.S. Citizen or otherwise authorized to work in the United States on an unrestricted basis:

☐ Yes  ☐ No

If applicable, please list your visa type, visa # and expiration: ______________________________

Have you ever served in the U.S. Military?  ☐ Yes  ☐ No

If yes, please provide the following information:
Branch of Service: ____________________ Rank at time of separation: ____________________
I served from _____________________ to ___________________________.

Special Honors: ____________________________

Updated May 2019
# Employment History

## Present or Most Recent Employer

<table>
<thead>
<tr>
<th>Employer: __________________</th>
<th>Address: ____________________________</th>
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<tbody>
<tr>
<td>Your Position: ______________</td>
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<tr>
<td>Duties: ____________________</td>
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<tr>
<td>Dates of Employment: __________ to __________</td>
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<tr>
<td>Supervisor: __________________</td>
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<tr>
<td>Name: ______________________</td>
<td>Title: ______________________________</td>
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<tr>
<td>Reasons for Leaving: __________</td>
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EDUCATION

High School

Name and Address

Did you graduate? □ Yes □ No
Attended from _________ to _________.

If you did not graduate, did you receive your GED? □ Yes □ No

Special honors or awards:______________________________________________________

Technical or Vocational School

Name and Address

Did you graduate? □ Yes □ No
Attended from _________ to _________.

Degree or Certification:_______________ Specialty:______________________________

Special honors or awards:______________________________________________________

College or University

Name and Address

Did you graduate? □ Yes □ No
Attended from _________ to _________.

Degree:________________________ Major:______________________________

Special honors or awards:______________________________________________________

College or University

Name and Address

Did you graduate? □ Yes □ No
Attended from _________ to _________.

Degree:________________________ Major:______________________________

Special honors or awards:______________________________________________________
POSITION INFORMATION:

**Position Specifications**

Position Applying For: ____________________________________________

How did you hear about this job? ____________________________________

What hours are you willing to work? _________________________________

Would you be able to work weekends?  □ Yes  □ No

Are you willing to travel for the job?  □ Yes  □ No

When would you be able to start? ____________________________________

Desired salary: __________________ per _____________

**Skills**

Please describe any skills you have in the following areas:

Computer:
__________________________________________________________
__________________________________________________________
__________________________________________________________

Languages Spoken (other than English):
__________________________________________________________

Other:
__________________________________________________________
__________________________________________________________
__________________________________________________________
I hereby certify that my answers and assertions set forth in this application are true and complete to the best of my knowledge. If employed with Harmony At Home, I understand that any false statements on this application shall be considered sufficient cause for my dismissal. I hereby authorize Harmony At Home to investigate any aspect of my prior educational and employment history.

If employed by Harmony At Home, I agree to abide by the rules, policies and procedures of Harmony At Home and subsequent rules, policies and procedures that may become effective after employment.

I understand that my initial and continued employment is contingent upon the successful completion of background screening processes, and such process may include drug and alcohol screening. I understand Harmony At Home is committed to providing a drug-free working environment and I agree to abide by the drug and alcohol policies of Harmony At Home during the time of my employment.

Furthermore I understand that if I am hired, employment with Harmony At Home is "at will," which means that either the company or I can terminate my employment for any reason not prohibited by state or federal law.

**Signature:** ________________________________ **Date** ________________