



"Serving the Community Since 1968"

Glory House

CRIME FREE, DRUG FREE

P.O. Box 88145 • 4000 S. West Avenue
Sioux Falls, South Dakota 57109-8145
Telephone: (605) 332-3273
Fax: (605) 332-6410
www.glory-house.org

APPLICATION FOR EMPLOYMENT

Applications are considered for all positions without regard to race, color, sex, national origin, age, veteran status, or the presence of physical handicap which does not interfere with the ability to perform the work. Proof of citizenship or immigration status will be required upon employment. A physical examination including a drug screen may be required as part of the application process.

Name _____

FIRST

MIDDLE

LAST

Address _____

NUMBER

STREET

APT.#

CITY

STATE

ZIP CODE

Telephone (_____) _____ Social Security No. _____

Have you ever been employed here before? Yes No If yes, give dates _____

Date of Application _____

Position(s) applied for: _____

Are you available to work: Full Time Days 8 - 4:00 P.M. Volunteer
 (Check all of the following Part Time Evenings 4 - 12:00 midnight Intern
 that apply to you) Summer Only Overnight - midnight to 8:00 A.M.
 Temporary Either Shift

Referral Source: Advertisement Walk-in Employment Agency Current Employee

Current Employee Name _____ Relationship _____

EDUCATION

	High School	Vocational	College/University	Graduate/ Professional
School Name				
Years Completed (Circle)	9 10 11 12	1 2 3	1 2 3 4	1 2 3 4
Diploma/Degree Received				
Describe Major Areas of study				

Describe extracurricular activities, and honors received in school and list professional, business and civic activities and offices held. (You may exclude those which indicate race, color, religion, or national origin): _____

Because of the nature of employment, we need to know the following:

Have you been arrested and what was the outcome? (Use back of page if necessary)

Yes No

If yes, please explain: _____

DRIVING RECORD

Because the job you are applying for may include driving, you are required to complete this Driving Record section and supply a MVR (Motor Vehicle Report). Your MVR will be checked. If you supply false or misleading statements, this will be cause for immediate dismissal.

Notice: Applicant **MUST** provide a current copy of his/her driver's license record, (MVR) or Certified Mail Receipt regarding same, **PRIOR TO HIRING.**

Do you have a driver's license? _____ What state? _____

Do you have a chaffer's license? _____ What state? _____ What class? _____

Drivers License Number: _____ Expiration Date: _____

Have you ever been convicted of any traffic violations or actions in the past three years? Yes No

If yes give dates and explain:

Date	Violation

Have you ever had your driver's license suspended or revoked? Yes No

If yes, why? _____

EMPLOYMENT EXPERIENCE

Start with your present or most recent employment. If you need additional space, please continue on a separate sheet of paper.
 (Please complete this section even if you are submitting a resume.)

Company	Telephone ()	Dates Employed		Work Performed
		From	To	
Address				
Street	City	State	Zip	
Job Title		Hourly Rate/Salary		
		Starting	Final	
Supervisor				

Company	Telephone ()	Dates Employed		Work Performed
		From	To	
Address				
Street	City	State	Zip	
Job Title		Hourly Rate/Salary		
		Starting	Final	
Supervisor				

Company	Telephone ()	Dates Employed		Work Performed
		From	To	
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Job Title		Hourly Rate/Salary		
		Starting	Final	
Supervisor				

Company	Telephone ()	Dates Employed		Work Performed
		From	To	
Address				
Street	City	State	Zip	
Job Title		Hourly Rate/Salary		
		Starting	Final	
Supervisor				

References:				
(Do not include family members.)				
Name	Address	Phone	Occupation	
		()		
	Street City State	()		
	Street City State	()		
	Street City State	()		
	Street City State	()		

Summarize special skills and qualifications acquired from employment or other experience:

State any additional information you feel may be helpful to us in considering your application:

S I G N A T U R E	<ul style="list-style-type: none"> In signing this application, I understand that my previous and present employers may be asked for information relative to my employment record with them.
	<ul style="list-style-type: none"> I hereby release from all liability or damage those individuals or corporations who provide information relating to my prior employment or character, and I authorize Glory House to make any investigation it may deem advisable with no liability arising therefrom.
	<ul style="list-style-type: none"> I agree that any false statements made by me or my failure to answer any applicable questions on this application completely, regardless of when the omission is discovered, will be sufficient cause for my release from employment.
	<ul style="list-style-type: none"> Additionally, I understand that nothing contained in the employment application or granting of an interview is intended to create an employment contract between The Glory House and me for either employment or provision of benefits.
	<ul style="list-style-type: none"> I understand that acceptance of an offer of employment does not create a contractual obligation upon the Glory House to continue to employ me in the future.
	<ul style="list-style-type: none"> As provided under South Dakota law, each employee of The Glory House is employed at will. As such, I understand that I have the right to terminate my employment with The Glory House at will, any time, without cause. Additionally, The Glory House is free to terminate my employment at will, without cause.
	Date _____ Signature _____

COMPANY USE ONLY

Date	Remarks
Interviewed By	

Date	Remarks
Interviewed By	

Date	Remarks
Interviewed By	