



HOPE HAVEN

795 Newton Bridge Rd., Athens, GA 30607

Application for Employment

Phone:706.548.4361

Last Name		First Name		MI	Date of Application	
Street Address			City		State	Zip
Phone Number		Email Address				
Driver's License Number		Exp. date (mm/yy)	Were you referred to us by a current Employee? If yes, who?			

Please read carefully and complete by printing in ink or typing. Please provide all information requested.

Employment and/or Caregiving Record

Last or Present Company			Job Title			
Street Address		Phone Number		Brief description of job duties		
City	State	Zip				
Base Salary	Dates Worked From To		Supervisor			
Reason for Leaving						

Last or Present Company			Job Title			
Street Address		Phone Number		Brief description of job duties		
City	State	Zip				
Base Salary	Dates Worked From To		Supervisor			
Reason for Leaving						

Last or Present Company			Job Title			
Street Address		Phone Number		Brief description of job duties		
City	State	Zip				
Base Salary	Dates Worked From To		Supervisor			
Reason for Leaving						

Education History

School Name	Location (city, state)	Major course or subject	Dates		Degree	
			From	To	Yes	No
High School or GED Program						
College/Tech/Graduate School (list all)						



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Other Information

Have you ever applied for a position or worked at Hope Haven before? Yes No if yes, when _____

Do you have any relatives employed with Hope Haven? Yes No

If yes, please list by name and relationship. _____

Have you had **ANY** traffic violations within the past three years? Yes No If so, please list.

Have you ever been convicted of **ANY** crime - except for minor traffic offenses? Yes No If yes, please provide additional explanation.

Conviction of a crime or traffic violations are not an automatic disbarment from employment.

Any other comments or significant information that you feel is relevant for us to know? _____

An Equal Opportunity Employer

Hope Haven is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Pre-Employment Drug Testing

In order to qualify for employment all applicants will be subject to pre-employment drug screening and all job offers are contingent upon the satisfactory outcome of this drug test. Refusal to test or a positive test result will cause denial of employment.

Georgia Department of Community Health Rule 111-8-65-.09

My signature below serves as acknowledgement of this rule and as my personal attestation and statement that I have never been shown by credible evidence any of the aforementioned to have abused, neglected, sexually assaulted, exploited or deprived any person or to have subjected any person to serious injury as a result of intentional or grossly negligent misconduct.

At-Will Employment Policy Statement

It is the policy of this agency to provide that all employment and compensation with this agency is "at-will." This means that employment can be terminated with or without cause, and with or without notice, at any time, at the option of either Hope Haven or the employee.

Certification and Acknowledgment

I hereby certify that the answers and other information on this application are true, complete and correct. Any misrepresentation or omission of facts on my part will be justification for separation, if employed. I understand and acknowledge that employment is contingent upon receipt of necessary documents. These include: Valid Driver's license, I-9 verification, an acceptable criminal background check by fingerprint, an acceptable motor vehicle report, a satisfactory tuberculin (TB) screening test, copies of diplomas and licenses (if applicable) and any other requirements established by Hope Haven, the Georgia Department of Behavioral Health and Developmental Disabilities or other regulatory authority.

Signature

Date