



795 Newton Bridge Rd., Athens, GA 30607/ Phone: 706.548.4361

Application for Employment

First Name		Last Name		MI	Date of Application
Street Address			City	State	Zip
Phone Number	Email Address		Driver's License Number		Exp. date (mm/yy)
Position applied for		How did you hear about us or who referred you?			

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

Employment and/or Caregiving History

We will verify employment dates and eligibility for rehire for all employers listed.

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					

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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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Personal Reference *Non-relative living outside your home*

Name	Phone Number	Email
How you know this person?		

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.

Traffic violations or conviction of a crime do not automatic disqualify employment.

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

Availability

Are you looking for full time or part time work? Full Time (40 hours/week) Part time

If part time, how many hours do you want to work each week? _____

How many days per week do you want to work? 1-2 days 2-3 days 4-5 days 5 days

Do you have another job? Yes No If yes, do you have a set schedule at that job? Yes No

What is your typical schedule? _____

Are you in school? Yes No If yes, what is your school schedule? _____

Will your schedule change at the end of the semester? Yes No

Availability Grid

Color in or put an **X** in the boxes for the days and times you are available to work at Hope Haven. We use this information to match you to programs and locations. Hope Haven typically offers fixed schedules that do not change from week to week.

First shift is typically 7a-3p or 8a-4p, second shift is typically 3p-11p, and third shift is 11p-7a or 11p-9a

Availability Grid	First Shift				Second Shift				Third Shift																			
	7:00 AM	8:00 AM	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM	7:00 PM	8:00 PM	9:00 PM	10:00 PM	11:00 PM	12:00 AM	1:00 AM	2:00 AM	3:00 AM	4:00 AM	5:00 AM	6:00 AM	7:00 AM	8:00 AM	9:00 AM	
Monday																												
Tuesday																												
Wednesday																												
Thursday																												
Friday																												
Saturday																												
Sunday																												



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Application for Employment

An Equal Opportunity Employer

Hope Haven welcomes diversity and are committed to seeking out and ensuring an inclusive environment for all employees.

Pre-Employment Requirements

All applicants selected for employment must take and/or submit the following to be considered for employment. All job offers are contingent upon the satisfactory outcome of the following:

- An acceptable Drug test. Refusal to test or a positive test result will cause denial of employment.
- A clear Tuberculin test.
- An acceptable Motor Vehicle Report. No more than three moving violations in a three-year period in the last five years.
- An acceptable criminal records investigation.
- Applicants must be able to assist in lifting and transferring up to 200lbs. with the assistance of equipment.

At-Will Employment Policy Statement

It is the policy of Hope Haven that all employment 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.

Reference check

My signature below acts as my expressed permission to verify employment dates and eligibility for rehire from entities listed in the employment/caregiver history and to contact the personal reference listed.

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.

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 drug test, 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.

Applicant Signature

Date