



**Martin House, Inc.**

*"Everyone Deserves A Safe Place To Live!"*

401 West Thames Street, Building 700 – Norwich, CT – 06360 – Phone (860) 889-6150 – Fax (860) 892-9046

**EMPLOYMENT APPLICATION**

<p><b>Name:</b> _____</p> <p><b>Address:</b> _____ _____</p> <p><b>Phone:</b> _____</p> <p><b>Social Security number:</b> _____</p>
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**Position you are seeking:**

\_\_\_\_\_

**How did you learn about this position?**

\_\_\_\_\_

**Have you ever filed an application with Martin House before?**

\_\_\_\_\_

**Have you ever been employed with Martin House before?**

\_\_\_\_\_

**Are you related to any current Martin House employee?**

\_\_\_\_\_

**If yes, state name:**

\_\_\_\_\_

**Are you at least 18 years of age?**

\_\_\_\_\_

**Are you a US citizen?**

\_\_\_\_\_

**If not, are you able to provide written evidence that you are authorized to work in the US?**

\_\_\_\_\_

**Are you currently employed?**

\_\_\_\_\_

**If yes, may we contact your current employer?**

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**Are you currently on lay-off status and subject to recall?**

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**Have you ever been convicted of a crime?**

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**If yes, explain:**

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**Date available to work:**

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**What is your desired salary?**

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**Are you looking for full, part time or per diem employment?**

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**Position you are seeking:**

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**How did you learn about this position?**

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### **EDUCATION & TRAINING**

**High School:**

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**Address:**

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**Course of Study:**

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**Diploma, Degree or Certificate:**

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**College:**

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**Address:**

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**Course of Study:**

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**Diploma, Degree or Certificate:**

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List any special accomplishments, achievements or honors. Include any volunteer activities that you are involved in.

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List any other special training or skills.

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What type of office machines, computers and software programs can you use proficiently?

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### EMPLOYMENT

Please list employment starting with present or most recent employer.

Employer:

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Address: \_\_\_\_\_

Immediate Supervisor:

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Telephone Number:

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Dates of Employment:      From: \_\_\_\_/\_\_\_\_/\_\_\_\_ To: \_\_\_\_/\_\_\_\_/\_\_\_\_

Job Title and Duties: \_\_\_\_\_

Reason for Leaving:

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Employer:

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Address: \_\_\_\_\_

Immediate Supervisor:

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**Telephone Number:**

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**Dates of Employment:** From: \_\_\_\_/\_\_\_\_/\_\_\_\_ To: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Job Title and Duties:**

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**Reason for Leaving:**

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**Employer:**

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**Address:** \_\_\_\_\_

**Immediate Supervisor:**

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**Telephone Number:**

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**Dates of Employment:** From: \_\_\_\_/\_\_\_\_/\_\_\_\_ To: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Job Title and Duties:**

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**Reason for Leaving:**

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**Explain any time lapse in employment.**

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**For the purpose of contacting schools, references or employers, have you ever been known by any other name(s)?** \_\_\_\_Yes \_\_\_\_No

**If yes, give name(s)**

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**List any professional affiliations or associations.**

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## References

**Professional/Business References—Please do not include family members.**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone Number:**  
\_\_\_\_\_

**Occupation:**  
\_\_\_\_\_  
\_\_\_\_\_

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone Number:**  
\_\_\_\_\_

**Occupation:**  
\_\_\_\_\_  
\_\_\_\_\_

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone Number:**  
\_\_\_\_\_

**Occupation:** \_\_\_\_\_  
\_\_\_\_\_