



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>Name: _____</p> <p>Address: _____ _____</p> <p>Phone: _____</p>

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?

—

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

If yes, explain:

—

Date available to work:

—

What is your desired salary?

—

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

—

Position you are seeking:

—

How did you learn about this position?

EDUCATION & TRAINING

High School:

—

Address:

College:

Course of Study:

Address:

Course of Study:

Diploma, Degree or Certificate:

Diploma, Degree or Certificate:

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

List any other special training or skills.

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

EMPLOYMENT

Please list employment starting with present or most recent employer.

Employer:

Address: _____

Immediate Supervisor:

Telephone Number:

Dates of Employment: From: ____/____/____ To: ____/____/____

Job Title and Duties: _____

Reason for Leaving:

Employer:

Address: _____

Immediate Supervisor:

Telephone Number:

Dates of Employment: From: ____/____/____ To: ____/____/____

Job Title and Duties:

Reason for Leaving:

Employer:

Address: _____

Immediate Supervisor:

Telephone Number:

Dates of Employment: From: ____/____/____ To: ____/____/____

Job Title and Duties:

Reason for Leaving:

Explain any time lapse in employment.

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)

List any professional affiliations or associations.

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: _____
