



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

An Equal Opportunity Employer

APPLICATION FOR EMPLOYMENT

We appreciate your interest in Martin House, Inc., an equal employment opportunity employer. The Company's policy is not to discriminate against any applicant or employee, intern, volunteer, etc., based on race, color, sex, religion, national origin, age (40 and over), disability, military status, genetic information, or any other basis protected by applicable federal, state, or local laws. Martin House, Inc also prohibits harassment of applicants for employment or employees, interns, volunteers, etc., based on any of these protected categories. It is the Company's policy to comply with all applicable federal, state, and local laws respecting consideration of unemployment status in making hiring decisions.]

Martin House, Inc offers reasonable accommodation in the hiring and employment process for individuals with disabilities. If you need assistance in the application or hiring process to accommodate a disability, you may request accommodation at any time.

Smoking is prohibited in all indoor areas of Martin House, Inc unless designated smoking areas have been established by a particular location in accordance with applicable state and local law.

GENERAL INFORMATION

Please complete all requested information.

Today's Date		Position Applying For		
Name (Last)	(First)	(Middle)	Minimum Salary Desired	Date Available for Work
Street Address			Are you at least 18 years old? Yes [] No	
City	State	Zip	Telephone (Home)	Telephone (Cell)
Have you previously worked for or applied for a position with Martin House, in any of our locations either as an			Are you related to or in a close personal relationship with anyone now employed at Martin House, (An answer of "Yes" will not automatically disqualify you from the	

<p>employee or through an employment agency?</p> <p>Yes <input type="checkbox"/> No</p> <p>If yes, please explain when and, if employed, in what capacity:</p>	<p>position for which you are applying.)</p> <p>Yes <input type="checkbox"/> No</p> <p>If yes, state name(s) and where they are located.</p>
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Are you available to work overtime as needed? Yes No

If yes, are you available on weekdays? Yes Weekends? Yes No

PERMISSION TO WORK

Are you legally authorized to work in the United States? Yes No

Will you now or in the future require sponsorship for employment visa status (e.g. H-1B status)? Yes No

REFERRAL INFORMATION

How did you learn about Martin House?

Referral:

WORK EXPERIENCE

Please specify your complete full-time and part-time employment history, including self-employment. You may include any verified work performed on a volunteer basis.] Begin with your most recent employer. If you require additional space, please use the reverse side of this page and/or the following page.

1	Company Name	Telephone:
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	Address	Employed (Month and Year) To _____ From _____
	Name, Title, and Phone Number of Supervisor	Reason for Leaving:
	Job Title and Work Responsibilities	
2	Company Name	Telephone
	Address	Employed (Month and Year) To _____ From _____
	Name, Title, and Phone Number of Supervisor	Reason for Leaving:
	Job Title and Work Responsibilities	
3	Company Name	Telephone
	Address	Employed (Month and Year) From _____ To _____ From _____
	Name, Title, and Phone Number of Supervisor	Reason for Leaving:
	Job Title and Work Responsibilities	
4	Company Name	Telephone
	Address	Employed (Month and Year) To _____ From _____

	Name, Title, and Phone Number of Supervisor	Reason for Leaving:
	Job Title and Work Responsibilities	

All employers, including your current employer, may be contacted to verify the information you provide. May we contact your current employer prior to any offer of employment?

Yes No

PROFESSIONAL REFERENCES

Individuals not related to you. Business references preferred.

Name	Occupation	Phone	Address	Years Known and Capacity

EDUCATION & TRAINING

Please include name, street, city, state and zip code for each school.

School	Name and Location of School	Number of Years Completed	Degree	Type of Course/Major
Graduate				
College				
High School				
Business/Trade/Technical				

JOB-RELATED SKILLS AND QUALIFICATIONS

Please summarize your job-related skills and qualifications:

ADDITIONAL EMPLOYMENT INQUIRIES

[Insert the following if a position requires driving as one of the job duties: If applying for a position that will include driving:

If hired, can you provide a valid driver's license? Yes No

If hired, you may be required to provide evidence of insurance or insurability.

Emergency Contact Person

Name:	Phone Number:
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APPLICANT'S STATEMENT & ACKNOWLEDGEMENT

THIS APPLICATION IS NOT COMPLETE UNTIL IT IS FULLY COMPLETED, SIGNED, AND ALL STATEMENTS BELOW HAVE BEEN READ AND INITIALED.

Initial: I certify that all of the information furnished on this application and during the application process is true, complete and correct to the best of my knowledge. I understand that any misrepresentation or omission of facts called for may result in refusal to hire or, if hired, may result in my dismissal at any time regardless of when the false answer or omissions are discovered.

Initial: I recognize that this employment application is not an offer of employment. I agree that if I am hired by the Company, **I will be an at-will employee**, meaning that either the Company or I may end the employment relationship at any time with or without cause or notice. I understand that only the The executive Director or Board representative **with the authority to change an at-will relationship** of Martin House Inc, and no manager, supervisor, or other representative of the Company, has authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the at-will employment relationship, and with respect to any agreement entered into by the any such agreements must be in writing and signed by the **position listed above** and by me or my authorized representative.

Initial: I further understand and agree that the position **will be at-will**: if hired, my wages, hours, working conditions, job assignment(s), and compensation rate(s) will be subject to change by Martin House, Inc

Initial: I understand that if I am offered employment, I may be required to sign a no solicitation and nondisclosure agreement, as a condition of the employment.

Initial: I understand that the Company may share the information contained in this application with other Company employees for employment and administrative purposes and hereby consent to such transfer.

Initial: I hereby authorize, to the extent allowed by applicable federal state and local laws, Martin House, Inc to conduct its own investigation of my references, employment history and education and, further, authorize the references and prior employers I have listed to disclose to the Company information related to my employment history and qualifications for the position for which I am applying, without giving me prior notice of such disclosure.

Initial: I understand and expressly agree that if employed by the Company, storage areas provided for me (locker, desk, etc.) are open to investigation by the Company without prior notice to me.

Initial: I understand that I am not obligated to disclose sealed or expunged records of conviction or arrest at any time during the hiring process.

My signature below certifies that I agree to be bound by the terms and conditions stated in this application, which contains all the understandings between the Company and me concerning the topics addressed herein, and supersedes any prior inconsistent understandings between the Company and me on such issues.

APPLICANT'S SIGNATURE:	DATE:
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This application will only be considered for 30 days. If you have not been hired within 30 days of submitting this application and you wish to continue to be considered for employment, you must complete another application.