

Last name

First Name

Position applied for

Date



**CONVOY
OF HOPE®**

Application for Employment

Personal Information



Name _____

Address _____

Phone _____ E-mail _____

Desired Schedule: Full-time Part-time Temporary Date available to start work: _____

Desired Salary: _____ Willing to relocate?: Yes No Willing to travel?: Yes No

Have you been previously employed by Convoy of Hope? Yes No

If yes, when? _____ What job? _____

How did you learn of Convoy of Hope? _____

Are you at least 18 years old? Yes No

Are you a U.S. citizen? Yes No If no, do you have a work visa? Yes No

Were you in the U.S. military service? Yes No

If yes, what branch and rank? _____

Have you been convicted of a felony in the last five years? Yes No

If yes, please explain. (Conviction may be relevant if job related, but does not bar you from employment.)

Education History

School _____

Years completed _____ Degree/Diploma _____

Major and Minor _____

School _____

Years completed _____ Degree/Diploma _____

Major and Minor _____

School _____

Years completed _____ Degree/Diploma _____

Major and Minor _____

Employment History (Please begin with most recent employer.)

Employer _____

Address _____

Job Title _____

Work performed _____

Employed from _____ to _____

Wage/salary started at _____ and ended at _____

Reason for leaving _____

Supervisor _____ Phone _____

May we contact for reference? Yes No

Employer _____

Address _____

Job Title _____

Work performed _____

Employed from _____ to _____

Wage/salary started at _____ and ended at _____

Reason for leaving _____

Supervisor _____ Phone _____

May we contact for reference? Yes No

Employer _____

Address _____

Job Title _____

Work performed _____

Employed from _____ to _____

Wage/salary started at _____ and ended at _____

Reason for leaving _____

Supervisor _____ Phone _____

May we contact for reference? Yes No

Acquired Skills

Typing _____ words per minute

Computer: Personal Mainframe

Software: _____

Additional information, special job-related skills and qualifications: _____

References

Name _____ Years known _____

Relationship _____ Phone _____

Name _____ Years known _____

Relationship _____ Phone _____

Name _____ Years known _____

Relationship _____ Phone _____

Any additional information you would like Convoy of Hope to consider: _____

This is to certify that the information given by me in this application is true and correct to the best of my knowledge and that Convoy of Hope has my permission to consult police records and/or all of the references of former employers given in this application except as otherwise indicated in the employment history section. I understand that falsification of information or misinformation hereon may result in my discharge.

I understand and agree that nothing contained in this employment application or in the granting of an interview creates an employment contract between Convoy of Hope and me for either employment or for the providing of any benefit. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon Convoy of Hope unless made in writing prior to the date of this application.

I understand that Convoy of Hope does not discriminate on the basis of race, color, national origin, marital status, sex, disability, or age. Functioning as a not-for-profit Christian ministry, Convoy of Hope is allowed by law to discriminate on the basis of religion.

Signature _____ Date _____

