



# **CONVOY OF HOPE<sup>®</sup>**

## APPLICATION FOR EMPLOYMENT

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_

Position applied for: \_\_\_\_\_

Date: \_\_\_\_\_

## 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 position? \_\_\_\_\_

How did you learn about this position? \_\_\_\_\_

Are you at least 18 years old?     Yes     No

Have you ever been known by any other name?     Yes     No

If so, please list names and dates that apply. \_\_\_\_\_

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 ever been discharged from a job?     Yes     No

If so, please explain the circumstances. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## PERSONAL INFORMATION (Continued)

Have you ever pled guilty or been found guilty of any offense other than a minor traffic violation?  Yes  No

If yes, please describe the nature of the offense where the guilty plea or conviction occurred, the date and jurisdiction. (Criminal conviction may be relevant if job-related, but does not automatically bar you from employment)

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Are you now facing any criminal charges other than minor traffic violations?  Yes  No

## EDUCATION HISTORY

School Name and Address: \_\_\_\_\_

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Degree/Diploma \_\_\_\_\_ Degree/Diploma Completed?  Yes  No

Major and Minor \_\_\_\_\_

School Name and Address: \_\_\_\_\_

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Degree/Diploma \_\_\_\_\_ Degree/Diploma Completed?  Yes  No

Major and Minor \_\_\_\_\_

School Name and Address: \_\_\_\_\_

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Degree/Diploma \_\_\_\_\_ Degree/Diploma Completed?  Yes  No

Major and Minor \_\_\_\_\_

**EMPLOYMENT HISTORY** (Please begin with most recent employer)

Employer \_\_\_\_\_

Address \_\_\_\_\_

Job Title \_\_\_\_\_

Work Performed \_\_\_\_\_  
\_\_\_\_\_

Employed from \_\_\_\_\_ to \_\_\_\_\_ End Salary \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Supervisor \_\_\_\_\_ Phone \_\_\_\_\_

May we contact for reference?  Yes  No

Employer \_\_\_\_\_

Address \_\_\_\_\_

Job Title \_\_\_\_\_

Work Performed \_\_\_\_\_  
\_\_\_\_\_

Employed from \_\_\_\_\_ to \_\_\_\_\_ End Salary \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Supervisor \_\_\_\_\_ Phone \_\_\_\_\_

May we contact for reference?  Yes  No



## 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: \_\_\_\_\_

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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 public 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.

Convoy of Hope (CoH) is an equal opportunity/affirmative action employer. We consider applicants for all positions without regard to race, color, ancestry, national origin, citizenship, age, sex, marital status, parental status, disability, military or veteran status of an otherwise qualified individual. In addition to being a 501(c)(3) tax-exempt corporation, CoH is a faith-based religious organization. As a faith-based religious organization pursuant to the Civil Rights Act of 1964 (42 U.S.C. @2000e-1), CoH hires candidates who agree and attest to our Statement of Faith.

Signature \_\_\_\_\_ Date \_\_\_\_\_



# SEND US YOUR APPLICATION

**CONVOY OF HOPE®**

Attn: Human Resources  
1660 N. Campbell Ave.  
Springfield, MO 65803

[humanresources@convoyofhope.org](mailto:humanresources@convoyofhope.org)

(417) 823-8998