

Employment Application

West End Neighborhood House, Inc. is an equal opportunity employer. Qualified applicants will receive consideration without discrimination based on race, religion, marital status, sex, age, national origin, handicap, veteran status or any condition prescribed by state or local law.

West End Neighborhood House · 710 N. Lincoln Street · Wilmington, DE 19805 · 302-658-4171 · www.westendnh.org

P E R S O N A L	Last Name		First	Middle	Date
	Former name or alias				
	Street Address				Primary Number 1
	City, State, Zip				Primary Number 2
	Have you ever been employed with us? YES NO If yes: Month _____ Year _____ Supervisor _____				Email Address
	Are you a citizen of the United States and/or legally eligible for employment in the United States? YES NO				Position Desired
	If no, do you possess an Alien Registration Card? YES NO				Do you have a valid Driver's license? YES NO
	Availability (Months/Days/Hours)				
	Other special trainings or skills				
	In case of emergency, please notify: Name _____ Phone # _____ Relationship _____				

E D U C A T I O N	School	Name/Location of School	Course of Study	Years Completed	Graduate Y/N	Degree or Diploma
	Graduate					
	College					
	Trade					
	High School					
	Other					

Employment History

Please provide an accurate and complete full-time and part-time employment record for the last ten (10) years. Start with your present or most recent employer. Include all gaps in employment. Include other employers on the back or on attached pages if more space is needed

1	COMPANY NAME	TELEPHONE
	ADDRESS	EMPLOYED- (mm/yyyy) FROM: TO:
	NAME OF SUPERVISOR	
	DESCRIPTION OF DUTIES	REASON FOR LEAVING

2	COMPANY NAME	TELEPHONE
	ADDRESS	EMPLOYED- (mm/yyyy) FROM TO
	NAME OF SUPERVISOR	
	DESCRIPTION OF DUTIES	REASON FOR LEAVING

3	COMPANY NAME	TELEPHONE
	ADDRESS	EMPLOYED- (mm/yyyy) FROM TO
	NAME OF SUPERVISOR	
	DESCRIPTION OF DUTIES	REASON FOR LEAVING

We may contact the employers listed above unless you indicate otherwise.	DO NOT CONTACT
Employer #: _____ Reason: _____	

Military	Do you currently or have you served in the U.S. Armed Forces? YES _____ NO _____	If "Yes," in what Branch?
Describe any training received relevant to the position for which you are applying.		

Additional Information

Membership in professional and civic organizations, special accomplishments, awards, etc.
(Exclude those which may disclose your race, color, religion, age or national group)

Applicant's Signature

THIS APPLICATION IS NOT COMPLETE UNTIL SIGNED AND ALL STATEMENTS BELOW HAVE BEEN READ AND INITIALED

The information I have provided in this Application for Employment is true, correct and complete. False, incomplete or misrepresented information of any kind will be sufficient cause for my application to be rejected or, if discovered after I am employed, cause for immediate termination of my employment.

Employment with West End is contingent upon a successful completion of a background check; any offer of employment may be rescinded upon failure of this background check.

I authorize the employer to contact and obtain information about me from previous employers, educational institutions and "references" I provided. The employer may also contact any other party necessary to verify the accuracy of information I disclosed in this application, resume or personal interview. To assist in the processing of my application, I waive all rights and claims I may otherwise have against the employer or its representatives, for seeking, and using information to evaluate my employment request and all other persons, corporations or organizations who provide information for this purpose.

This application will expire in 30 days. After that date, unless otherwise notified, I understand that my status as an applicant will end. I may re-apply for employment in the future by completing a new application.

Initial: _____ I understand that this application is not intended to create, nor should be constructed to create, an expressed or implied contract of employment. It does not create contractual obligations of any kind. If hired, I will be employed at will; I understand that this means that either, or the employer is, free to terminate the employment relationship at any time with or without cause or prior notice.

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

Initial: _____ I authorize the investigation of all matters contained in this application and hereby give West End Neighborhood House permission to contact schools, previous employers, references and others. I hereby release West End Neighborhood House and those it contacts from any liability whatsoever as a result of such contact and the information provided and received as a result of such contact.

_____ Date

_____ Signature