



Horizon House

Live creatively

900 University Street, Seattle, WA 98010 (206) 624-3700 Fax: (206) 382-3780

APPLICATION FOR EMPLOYMENT

Name: Last		First		Middle	
Are you over the age of 18? <input type="checkbox"/> Yes <input type="checkbox"/> No			Social Security No.		Today's Date
Will VISA or Immigration Status prevent lawful employment? <input type="checkbox"/> Yes <input type="checkbox"/> No			Phone ()		Date Available
Position Applied for?					Salary Desired
Present Address	Street	City	State	Zip Code	
Former Address	Street	City	State	Zip Code	
Former Address	Street	City	State	Zip Code	
In Emergency Notify					Emergency Phone

HORIZON HOUSE IS COMMITTED TO NONDISCRIMINATION IN EMPLOYMENT OPPORTUNITIES. TO ASSIST US WE REQUEST THAT YOU PROVIDE US THE FOLLOWING INFORMATION, WHICH WILL NOT BE USED IN EVALUATING YOUR APPLICATION. **COMPLETION OF THIS SECTION IS OPTIONAL.**

SEX: Male Female

Ethnic Origin:

Asian or Pacific Islander Native American/Alaskan Black White Hispanic Veteran Disabled

Referred by:

EDUCATION

Name of School	Location (City, State)	Years Attended	Did you Graduate?	Years left in School	Major/Minor	Degree
High School						
College						
College						
Other Training						
Other Training						

PERSONAL DATA

Have you ever applied to this company before? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, What department?
Have you ever been convicted or pled no contest to any criminal offense involving dishonesty or breach of trust? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes indicate the nature of the offense, date, court, and disposition.
Is there anything that will interfere with your ability to perform, on a regular basis, the essential duties of the job for which you are applying? <input type="checkbox"/> Yes <input type="checkbox"/> No
Did you receive a job description? <input type="checkbox"/> Yes <input type="checkbox"/> No Do you understand the job requirements? <input type="checkbox"/> Yes <input type="checkbox"/> No
Are you able to perform all the job requirements with reasonable accommodations? <input type="checkbox"/> Yes <input type="checkbox"/> No

EMPLOYMENT

Employer	Duration	Salary	Position	Eligible for Rehire?
Name	From	Starting	Starting	<input type="checkbox"/> Yes
Address	To	Ending	Ending	<input type="checkbox"/> No
Supervisor	Reason for leaving			
Name	From	Starting	Starting	<input type="checkbox"/> Yes
Address	To	Ending	Ending	<input type="checkbox"/> No
Supervisor	Reason for leaving			
Name	From	Starting	Starting	<input type="checkbox"/> Yes
Address	To	Ending	Ending	<input type="checkbox"/> No
Supervisor	Reason for leaving			
List periods of unemployment of more than 30 days and explain:				
Horizon House is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, sex, sexual orientation, age, color, religion, national origin, marital status, veteran status, disability status, or any other basis prohibited by federal, state or local law. Please let us know if you need accommodation in order to participate in the application process.				

REFERENCES (Please list three)

Name	Address	Phone Number	Relationship

I certify that the information given by me to Horizon House is true and complete to the best of my knowledge. I understand that, if I am employed, discovery that I gave false information may result in immediate dismissal.

I further certify that I am not engaged in any outside activity or business that could be considered in conflict with Horizon House's interest, nor will I become engaged in such activity or business if employed.

I authorize Horizon House to solicit information regarding my character, general reputation, credit, previous employment, and similar background information, and to contact any and all references I have given on my application. I hereby release all parties and persons connected with any such request for information from all claims, liabilities, and damages for any reason arising out of the furnishing of such information. If employed, I release Horizon House from any liability for future references it may provide regarding my work history.

In consideration of my employment, I agree that my employment and compensation can be terminated with or without cause, and without notice at any time, at the option of either Horizon House or myself. I understand that no representative of Horizon House, other than the Executive Director, has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing.

Signature (Applicant)

Date

For Horizon House Office use only
