



PETER & PAUL COMMUNITY SERVICES
Solving Homelessness Together

Application for Employment

Peter & Paul Community Services (PPCS) provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, PPCS complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

PPCS complies with the American With Disabilities Act and considers reasonable accommodation measures that may be necessary for eligible applicants to perform essential functions of a position.

Complete application in its entirety.

Personal information

First Name	Last Name	MI
Street Address		
City, State, Zip		
Phone Home:	Mobile:	
Are you legally authorized to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you under 18 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No (If no, you may be required to provide authorization to work.)	
Are you able to perform the essential functions of the job for which you are applying either with or without reasonable accommodations? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, explain functions that cannot be performed.		

Position Applied for:	
Full-Time/Part-Time/Temporary	FT <input type="checkbox"/> PT <input type="checkbox"/> Temporary <input type="checkbox"/>
Salary Desired	
Where did you learn about this position	Indeed <input type="checkbox"/> Agency <input type="checkbox"/> School <input type="checkbox"/> Peter and Paul Website <input type="checkbox"/> Other <input type="checkbox"/> Employee Referral <input type="checkbox"/> List name of employee: _____
Date you can start	

Military Status: _____

Branch: _____

Rank: _____ Total years of service: _____

Related Skills/duties: _____

Education Information

	Name / Location	No. of Years Completed	Degree Received
High School			
College			
Other Post-Secondary Ed.			
Vocational School			
Other Training or Education			

Describe any other specialized or professional training (such as business, technical or nursing school); include study courses through Armed Forces institute and public or private employment. State whether degree or certificate was received.

Computer Skills:

Other Applicable Skills:

Employment History

You should be prepared to detail each position for the past ten years and account for any gaps in employment during that period.

Begin with most recent job first. (Start with your current or most recent employer. Complete all information even if a résumé is attached. Do not use “see résumé.”)

Dates of Employment	Employer Name & Address	Job Title	Salary History (Starting and Ending Pay)
From: / / To: / /			
Duties & Responsibilities	Supervisor name & phone number	Reason for leaving	

May we contact this employer for a reference? Yes No

Dates of Employment	Employer Name & Address	Job Title	Salary
From: / / To: / /			
Duties & Responsibilities	Supervisor name & phone number	Reason for leaving	

May we contact this employer for a reference? Yes No

Dates of Employment	Employer Name & Address	Job Title	Salary
From: / / To: / /			
Duties & Responsibilities	Supervisor name & phone number	Reason for leaving	

May we contact this employer for a reference? Yes No

References

List below three persons who have knowledge of your work performance within the last five years. Please include professional references only. (*References should not include any friends or family members.*)

Name	Current Address	Phone number	Job Title	Relationship	Years Known

AFFIDAVIT: *I certify the answers I provided on this employment application are true and correct. I agree that Peter & Paul Community Services shall not be liable in any respect if my application is rejected or my employment is terminated because of false statements, answers, or omissions made by me in this application. I authorize Peter & Paul Community Services to make inquiries it may deem necessary and to contact persons and agencies, in connection with my application for employment. I authorize and instruct any person or agency to participate in and make inquiries at the request of Peter & Paul Community Services to compile information, and to furnish information obtained as a result of such inquiries. I release all parties from any and all liability resulting from supplying such information.*

If you are offered employment with Peter & Paul Community Services, at all times, you will be, and shall remain, an employee at will to the extent allowed by law. I understand that any offer of employment, is contingent on the satisfactory results of a pre-employment background verification, which may include a test to detect the presence of drugs or alcohol. I authorize the release and disclosure of the results to Peter & Paul Community Services. I understand that the results of the pre-employment background verification may be disclosed to members of the management staff within the company and/or others who may have a legitimate interest in such information.

I acknowledge that Peter & Paul Community Services is an at-will employer and I understand that if I am hired, my employment is for no definite time and may be terminated at any time without prior notice.

I HAVE CAREFULLY READ OVER THIS ENTIRE APPLICATION FOR EMPLOYMENT AND UNDERSTAND FULLY ALL OF ITS CONTENTS AND INSTRUCTIONS.

SIGNATURE: _____ **DATE:** _____