



Application for Employment

Please read the following before completing the application. Applicants are considered regardless of race, color, religion, sex, national origin, age or disability. All questions must be answered. You may include your resume. However, **RESUMES WILL NOT BE ACCEPTED AS A SUBSTITUTE FOR APPLICATIONS.**

Please print in blue or black ink.

Date of Application: _____

Last Name

First Name

Middle Name

Address

City

State

Zip Code

Telephone Number: (Home) _____ Cell _____

Social Security Number _____ Date of Birth _____

Type of Employment Requested:

Full-time Part-time Intern Contract Counselor

Position(s) Applied for: _____

What salary are you requesting? _____ Hourly Monthly Annually

How did you learn about Her Well Center, Inc? Please circle your answer:

Advertisement

Friend

Walk-In

Social Media

Employment Agency

Relative

Other _____

Please list any other names used:

If you are under 18 years of age, can you provide proof of your eligibility to work?

Yes No

Have you previously filed an application with Her Well Center, Inc?

Yes No

Date: _____ Position Requested: _____

Have you previously been employed with Her Well Center, Inc?

Yes No

Date: _____ Position Held: _____

Certain positions with the company require us to drive an agency vehicle or use your vehicle for agency business.

Are you licensed to operate a motor vehicle? Yes No

State: _____ Class: _____ License Number: _____

Expiration Date: _____

If No, can you obtain one? Yes No

Do you have regular access to a car or other motorized vehicle? Yes No

Do you or can you get liability insurance such a vehicle? Yes No

Are you a U.S. Citizen or otherwise authorized to work? Yes No (Proof of citizenship or work authorization will be required upon employment.)

Have you ever been convicted of an offense? Please include driving while intoxicated or driving under the influence of drugs but exclude minor traffic violations. Yes No
(Conviction will not necessarily disqualify an applicant from employment.)

If yes, please explain

Special qualifications and skills: Please use this space to detail any relevant experience, skills, licenses, or certifications that qualify you for the position you are seeking. Be prepared to provide proof of these qualifications during the interview.

What software, if any, can you use, and what is your proficiency level?

Her Well is a faith-based crisis center founded on Christian principles, including belief in the Trinity (God the Father, God the Son, and God the Holy Spirit) and Jesus as the Great Healer. How do your personal beliefs or spiritual views align with the mission and values of our organization? _____

EDUCATION	Institution Name/Address	Course of Study	Years Completed	Diploma/Degree
ELEMENTARY SCHOOL				
HIGH SCHOOL				
UNDERGRADUATE COLLEGE				

GRADUATE, PROFESSIONAL, OTHER				
INDICATE any foreign languages you can speak, read, and/or write.	Speak	Read	Write	

In this position, you must be proficient in writing and editing. Please edit the following sentences for grammar, punctuation, and clarity. Provide the corrected versions below each original sentence. (Contract Counselor Position, feel free to skip this application portion.)

<p>1. <i>The patient was asked to described her symptoms in detail but she was unable to recall exactly when they started.</i></p>
<p>2. <i>In order to ensure that everyones needs are met, it's crucial to have regular communication and to keep updated records.</i></p>
<p>3. <i>Crisis Center professionals requires a diverse set of skills including empathy, strong communication abilities, and being able to think critically.</i></p>
<p>4. <i>Their going to update there records to ensure they're all accurate by the end of the month.</i></p>

<p>5. <i>There is many reasons why a person might struggle with mental health issues, some of which include, trauma, genetics, and environment.</i></p>
<p>6. <i>She has worked in the industry for over five years and during that time developed a number of innovative treatment approaches.</i></p>
<p>7. <i>The team completed they're report ahead of schedule, but there supervisor asked them to review it for their final feedback.</i></p>

EMPLOYMENT HISTORY

List previous employment **beginning with your present or most recent employer.** Show all dates of unemployment. Include any military service, self-employment, and unpaid work experience. Include additional sheets, if necessary. **NOTE: Even if a resume is attached, the information listed under "Employment History" must be filled out in its entirety.**

Company Name:	Dates Employed: From To	Duties Performed:
Address:	Telephone:	
Supervisor's Name/Title:	Telephone:	

Your Job Title:		
Beginning Salary:	Ending Salary:	
Reason for Leaving:		
May we contact this employer? Yes No		

Company Name:	Dates Employed: From To	Duties Performed:
Address:	Telephone:	
Supervisor's Name/Title:	Telephone:	
Your Job Title:		
Beginning Salary:	Ending Salary:	
Reason for Leaving:		
May we contact this employer? Yes No		

Company Name:	Dates Employed: From To	Duties Performed:
Address:	Telephone:	

Supervisor's Name/Title:	Telephone:	
Your Job Title:		
Beginning Salary:	Ending Salary:	
Reason for Leaving:		
May we contact this employer? Yes No		

REFERENCES

List three persons other than relatives who have definite knowledge of your qualifications.

Full Name	Home or Business Address	Phone Number	Business or Occupation	Years Acquainted

I hereby certify that I have read and fully completed this application and that the facts set forth in this employment application (and accompanying resume, if any) are true and correct to the best of my knowledge, and I agree and understand that any misrepresentation or falsification of information or omission of information during the employment application process may disqualify me from further consideration for employment and, if employed, will subject me to dismissal.

I understand that in connection with my application for employment a criminal background check will be performed. I agree and consent to that background check. I further agree and understand that if employed, Her Well Center, Inc will continue to perform an annual criminal background check. I also understand that if offered employment by Her Well Center, Inc, I may be required to pass a drug test as a condition of employment.

I acknowledge that Her Well Center, Inc reserves the right to modify or amend its policies at any time, without prior notice. These policies do not create any promises or contractual obligations between Her Well Center, Inc and its employees. My employment is at-will, which means I am free to terminate my employment at any time, for any reason, with or without cause, and Her Well Center, Inc retains the same rights. I also understand this position is significantly funded by grants. If funding is lost or realigned in any area of the agency this position could be changed or eliminated.

AUTHORIZATION TO RELEASE INFORMATION: I authorize the references and/or employers listed on this application to give you any and all information concerning my previous employment and pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing such information to you. I agree and understand that Her Well Center, Inc and its agents may investigate or seek information concerning my background and/or previous employment, whether of record or not.

APPLICATIONS WILL NOT BE CONSIDERED UNLESS SIGNED & DATED AND ALL QUESTIONS ARE ANSWERED.

APPLICANT'S SIGNATURE: _____

DATE: _____