



Interfaith Ministries for Greater Houston

3303 Main St., Houston Texas 77002 713.533.4900

Application for Employment

We are an equal opportunity employer and do not unlawfully discriminate in employment. No question on this application is used for the purpose of limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Equal access to employment, services, and programs is available to all persons. **Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the organization. IM PARTICIPATES IN E-VERIFY.**

POSITION APPLYING FOR _____

PERSONAL INFORMATION

LEGAL LAST NAME FIRST NAME (PRINT) M.I.

ADDRESS (INCLUDE APT. #) CITY / STATE ZIP CODE

() HOME / CELL PHONE ALTERNATE PHONE NUMBER E-MAIL ADDRESS

For any position that requires driving, are you at least 21 years old? Yes No

I've worked for IM in the past: No Yes, Title: _____ Year: _____

A member of my family works (or has worked) for IM No Yes, relationship: _____

Name: _____ Position: _____ Year: _____

I've been referred by an IM employee No Yes, Name: _____

Which languages do you speak fluently? _____

EDUCATION HISTORY

TYPE OF SCHOOL	NAME AND CITY / STATE	FIELD OF STUDY	# OF YEARS COMPLETED	DID YOU GRADUATE?
HIGH SCHOOL / GED				<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A
BUSINESS / TRADE SCHOOL				<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A
COLLEGE				<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A
GRADUATE SCHOOL				<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A

RECORD OF EMPLOYMENT**Have you ever been discharged from employment or asked to resign in lieu of termination?** Yes No**If YES, please explain:***FILL IN COMPLETELY BEGINNING WITH PRESENT EMPLOYER OR MOST RECENT POSITION. PLEASE INCLUDE MILITARY AND VOLUNTEER WORK.*

NAME / ADDRESS OF BUSINESS	YEARS OF EMPLOYMENT	TITLE	SUPERVISOR'S NAME
	FROM _____/_____ TO _____/_____ PT <input type="checkbox"/> FT <input type="checkbox"/>	SALARY: START \$ _____ END \$ _____	PHONE
	REASON FOR LEAVING		May we contact? <input type="checkbox"/> YES <input type="checkbox"/> NO Please note that once an offer is made and accepted, employer will be contacted for verification purposes.
NAME / ADDRESS OF BUSINESS	YEARS OF EMPLOYMENT	TITLE	SUPERVISOR'S NAME
	FROM _____/_____ TO _____/_____ PT <input type="checkbox"/> FT <input type="checkbox"/>	SALARY: START \$ _____ END \$ _____	PHONE
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	REASON FOR LEAVING		May we contact? <input type="checkbox"/> YES <input type="checkbox"/> NO Please note that once an offer is made and accepted, employer will be contacted for verification purposes.

REFERENCES*Use Professional Relationships*

<i>NAME / RELATIONSHIP</i>	<i>PHONE</i>	<i>OCCUPATION / TITLE</i>

Criminal Background Information

Have you ***ever*** been ***convicted of*** or received a ***deferred adjudication*** for a crime (including DWI, but excluding minor traffic violations)?

YES NO

If YES, please explain below and provide dates. A ***CONVICTION OR DEFERRED ADJUDICATION WILL NOT NECESSARILY DISQUALIFY YOU FROM EMPLOYMENT.*** However, failure to list all convictions or deferred adjudications will constitute falsification of your application and will be cause for cancellation of this application or immediate termination of employment, if you are employed, whenever it may be discovered.

Applicant Certification and Agreement
(Please read carefully before signing)

- I certify that the above statements are accurate, true and complete. I understand that **any misrepresentation** or material omission made by me on this application will be sufficient cause for cancellation of this application or immediate termination of employment if I am employed, whenever it may be discovered.
- Unless indicated elsewhere on this application, I hereby authorize Interfaith Ministries for Greater Houston (IM) or its Agent(s) to verify all of the information contained in this application and in any other documents provided by me, including my past employment. This includes, but not limited to: starting and termination dates, reason for termination, performance evaluation scores, pay rates, and rehire eligibility status. I also hereby release from liability IM and its Agent(s) for seeking, gathering, and using such information to make employment decisions and all other persons or organizations for providing such information.
- I understand that IM is an Equal Opportunity Employer and that I will abide by IM's EEOC policy.
- I understand that IM has a Drug-free Workplace Policy that requires for cause, post-accident and random drug testing of employees at management's discretion, and that I will agree to and abide by this policy if I am employed.
- If I am employed, I acknowledge that there is no specified length of employment and that this application does not constitute an agreement or contract for employment. Accordingly, either I or IM can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law. I also acknowledge that any offer or acceptance of employment may be withdrawn, at any time, with or without cause, and with or without prior notice at the option of the organization or myself.
- I represent and warrant that I have read and fully understand the above paragraphs, and that I seek employment under these conditions.

Applicant Name (Please Print)

Date

Applicant Signature