



APPLICATION FOR EMPLOYMENT

We appreciate your interest in The Salvation Army. The Salvation Army is an equal opportunity employer. The Salvation Army does not discriminate against any applicant or employee based on race, color, sex, national origin, age, religion, sexual orientation, gender identity, disability, or any other bases protected under federal, state, or local law. It is also The Salvation Army's policy to comply with all applicable federal and state laws respecting consideration of unemployment status in making hiring decisions.

PLEASE PRINT

Date of Application _____

Name _____
Last First Middle

Street Address _____
Number Street City State Zip Code

Telephone # (_____) _____ - _____ Cellular/Other Phone # (_____) _____ - _____

Email Address _____

Position(s) Applied For _____

How did you learn about us? Advertisement Employment Agency Relative Friend Inquiry
 Other _____

Best time to contact you at home is: _____ : _____ AM PM

If you are under 18 years of age, can you provide required proof of eligibility to work? Yes No

Have you ever applied for a position with The Salvation Army before?..... Yes No

Have you ever been employed with us before? Yes No

Do any of your friends or relatives, other than a spouse, work here?..... Yes No

Are you currently employed?..... Yes No

May we contact your present employer? Yes No

Will you now or in the future require sponsorship for an employment visa (e.g. H-1B status)? Yes No

Proof of citizenship or immigration status will be required upon employment.

Date available for work: _____ / _____ / _____ Desired salary range or hourly rate of pay \$ _____

Are you available to work: Full-Time please indicate shift 1 2 3
 Part-Time please indicate shift Mornings Afternoon Evenings
 Temporary please state dates available _____ to _____

Are you currently on "lay-off" status and subject to recall?..... Yes No

Can you travel if a job requires it?..... Yes No

MILITARY SERVICE

Have you ever served in the armed forces? Yes No

Are you now a member of the National Guard? Yes No

Specialty _____ Date Entered _____ Discharge Date _____

Describe any job-related training received in the United States military.

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

Attach additional sheets if necessary.

1.

Name of Employer _____	NAME OF LAST SUPERVISOR	DATES EMPLOYED	HOURLY RATE/ SALARY
Address _____	EMAIL:	FROM:	STARTING:
City, State, Zip Code _____		TO:	FINAL:
Phone Number _____	JOB TITLE:		
Reason for leaving:			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			

2.

Name of Employer _____	NAME OF LAST SUPERVISOR	DATES EMPLOYED	HOURLY RATE/ SALARY
Address _____	EMAIL:	FROM:	STARTING:
City, State, Zip Code _____		TO:	FINAL:
Phone Number _____	JOB TITLE:		
Reason for leaving:			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			

List professional trade, business or civic activities and offices held.

You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status:

Describe any specialized training, apprenticeship, skills and extra-curricular activities.

EDUCATION

Type of School	Name and Address of School	Course of Study	Years Completed	Diploma Degree	Years Attended
High School					
College					
Graduate Professional					
Other (Specify)					

ADDITIONAL INFORMATION

SPECIALIZED SKILLS (CHECK SKILLS/EQUIPMENT OPERATED)

<input type="checkbox"/> PC/Mac	Microsoft Office	Production/Mobile Machinery _____
<input type="checkbox"/> Keyboard	<input type="checkbox"/> Word	Call Center Phone System _____
WPM _____	<input type="checkbox"/> Excel	Arts/Multi-Media/Entertainment Technical Skills _____
	<input type="checkbox"/> Power Point	Information Technology (IT) Skills _____
Other _____		

State any additional information you feel may be helpful to us in considering your application.

Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? A review of the activities involved in such a job or occupation has been given.

YES NO Need more information about job's "essential functions" to respond.

REFERENCES

PLEASE LIST THREE REFERENCES OTHER THAN RELATIVES OR PREVIOUS EMPLOYERS.

1.	Name _____		Phone Number _____
	Email Address _____		Phone Number _____
2.	Name _____		Phone Number _____
	Email Address _____		Phone Number _____
3.	Name _____		Phone Number _____
	Email Address _____		Phone Number _____

CRIMINAL HISTORY INFORMATION (FOR USE IN A NATIONAL EMPLOYMENT APPLICATION)

****BUFFALO, HAWAII, MASSACHUSETTS, MINNESOTA, NEWARK, PHILADELPHIA, RHODE ISLAND, SAN FRANCISCO AND SEATTLE APPLICANTS: DO NOT ANSWER THE QUESTION BELOW AT THIS TIME.**

BEFORE answering this question, please read the additional instructions on page 5 and 6, if you reside in, or are applying for a position in California, Connecticut, Georgia, Michigan, Nebraska, Nevada, New York, Ohio, Oregon, Pennsylvania, or Washington. Please note that, for all states, you do NOT have to identify a record of any adult or juvenile arrest, detention or conviction that has been sealed, expunged, annulled, erased, pardoned or statutorily eradicated, set aside or otherwise dismissed by court order: San Francisco, California Applicants: DO NOT RESPOND TO THE QUESTIONS SEEKING CRIMINAL RECORD INFORMATION AT THIS TIME.

Have you ever been convicted of a crime? Yes No

(1) Conviction: _____

Misdemeanor Felony Year: _____ County _____ State _____

(2) Conviction: _____

Misdemeanor Felony Year: _____ County _____ State _____

(3) List any additional convictions: _____

Are any criminal charges pending against you or awaiting disposition? Yes No

If you answered “Yes,” please provide the following additional information:

Nature of offence: _____

Misdemeanor Felony Country: _____ State: _____

If you have more than one pending charge or, subject to the Instructions below, more than one conviction, please use additional paper to provide the information requested above.

APPLICANT’S STATEMENT

I certify the answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

I will complete all paperwork necessary allowing The Salvation Army to conduct this investigation.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond that time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an “at will” nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this “at will” employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the Employer.

Applicant’s Name (Print)

Applicant’s Signature

Date

STATE SPECIFIC INSTRUCTIONS

California Applicants: Do not identify any misdemeanor conviction for which probation has been successfully completed or otherwise discharged and the case has been dismissed by a court. Also, do not identify marijuana-related convictions entered by the court more than two (2) years ago that involve: unlawful possession of marijuana; transportation or giving away of up to 28.5 grams of marijuana, other than concentrated cannabis, or the offering to transport or give away up to 28.5 grams of marijuana, other than concentrated cannabis; possession of paraphernalia used to smoke marijuana; being in a place with knowledge that marijuana was being used; or being under the influence of marijuana. Also, do not identify any arrest or detention that did not result in a conviction or any record of a referral to, and participation in, any pretrial or post trial diversion program, and do not identify any pending charges for which entry into a diversion program has taken place and final disposition is pending. San Francisco, California Applicants: **DO NOT RESPOND TO THE QUESTIONS SEEKING CRIMINAL RECORD INFORMATION AT THIS TIME.** You will be asked to answer criminal history questions at a later point in the hiring process. At that time you will not have to identify any information precluded by California state law (including the information described above for all California applicants) or any information relating to: (1) a conviction that has been judicially dismissed, expunged, voided, invalidated, or otherwise rendered inoperative (for example, under California Penal Code sections 1203.4, 1203.4a, 1203.41); (2) a conviction or any other determination or adjudication in the juvenile justice system, or a matter considered in or processed through the juvenile justice system; (3) a conviction for which more than seven years has passed since the date of sentencing; (4) an arrest that did not lead to a conviction and is not the subject of an active pending criminal investigation or trial; or (5) an offense other than a felony or misdemeanor, such as an infraction.

Connecticut Applicants: Do not identify any arrest, criminal charge or conviction the records of which have been erased by a court based on sections 46b-146, 54-76o or 54-142a of the Connecticut General Statutes. Criminal records subject to erasure under these sections are records concerning a finding of delinquency or the fact that a child was a member of a family with service needs, an adjudication as a youthful offender, a criminal charge that has been dismissed or not prosecuted, a criminal charge for which the person was found not guilty, or a conviction for which the offender received an absolute pardon. Any person whose criminal records have been judicially erased under one or more of these sections is deemed to have never been arrested within the meaning of the law as it applies to the particular proceedings that have been erased, and may so swear under oath.

Georgia Applicants: Do not identify any verdict or plea of guilty or nolo contendere that was discharged by a court under Georgia's First Offender Act.

Hawaii Applicants: **Do not answer this question at this time.** You will only have to answer this question if you receive a conditional offer of employment. At that time you will not be asked to identify any conviction that was entered by the court more than ten (10) years ago, unless some period of incarceration resulting from that conviction took place within the last ten (10) years.

Massachusetts Applicants: **DO NOT RESPOND TO THE QUESTIONS SEEKING CRIMINAL RECORD INFORMATION.** You be asked to answer criminal history questions at a later point in the hiring process. At that time you will not have to identify any record relating to prior arrests, criminal court appearances or convictions for which the record has been sealed and is on file with the Commissioner of Probation. You also will not have to identify prior arrests, court appearances and adjudications in cases of delinquency or as a child in need of services which did not result in a complaint transferred to the superior court for criminal prosecution. You also will not have to identify (1) an arrest, detention or disposition regarding any violation of law in which no conviction resulted; (2) first-time misdemeanor convictions for drunkenness, simple assault, speeding, minor traffic violations, affray or disturbance of the peace; and (3) convictions for other misdemeanors where the date of conviction or the end of any period of incarceration was more than five (5) years ago, unless there have been subsequent convictions within those five (5) years.

Michigan Applicants: Do not identify any misdemeanor arrests, detentions or dispositions that did not result in conviction.

Minnesota Applicants: Do not answer this question at this time. You will only have to answer this question if you are selected for an interview or, if you are not selected for an interview, after you received a conditional offer of employment.

Nebraska Applicants: Do not identify a sealed juvenile record of arrest, custody, complaint, disposition, diversion, adjudication or sentence.

Nevada Applicants: You must identify all felony convictions, but may limit disclosure of misdemeanor convictions to those that occurred within the last seven (7) years and which resulted in imprisonment. The discharge and dismissal of certain first time drug offenses, after the accused has completed probation and any required treatment or educational programs, does not constitute a “conviction” for purposes of employment.

Newark, New Jersey Applicants: Do not answer this question at this time. You will only have to answer this question if you receive a conditional offer of employment. At that time you will be asked whether you have ever been convicted of murder, voluntary manslaughter and/or certain sexual offenses. You will also be asked to identify any conviction for a disorderly person offense or municipal ordinance violation (within five (5) years of sentencing) or any conviction for any other indictable offense (within eight (8) years of sentencing). If your criminal history includes a reportable conviction for a disorderly person or other indictable offense, you will be asked to report additional non-expunged convictions as allowed by law.

New York Applicants: Do not identify records concerning any criminal proceeding that terminated in your favor, per section 160.50 of the New York Criminal Procedure Law; any criminal proceeding that terminated in a “youthful offender adjudication,” as defined in section 720.35 of the New York Criminal Procedure Law; any conviction for a “violation” that already has been sealed by the court, per section 160.55 of New York Criminal Procedure Law in connection with the licensing, employment or providing of credit or insurance. **Buffalo, New York Applicants:** Do not answer this question at this time. You will only have to answer this question if you receive a job interview or a conditional offer of employment.

Ohio Applicants: Do not identify any arrest or conviction for a minor misdemeanor drug violation as defined under Ohio Rev. Code 2925.11.

Oregon Applicants: Effective January 1, 2016. **DO NOT RESPOND TO THE QUESTIONS SEEKING CRIMINAL RECORD INFORMATION AT THIS TIME.** You will only have to answer criminal history questions after an initial interview.

Pennsylvania Applicants: Do not identify convictions for summary offenses. **Philadelphia, PA Applicants:** Do not answer this question at this time. You will only have to answer this question if you receive a conditional offer of employment.

Rhode Island Applicants: Do not answer this question at this time. You will only have to answer this question if you receive a job interview or a conditional offer of employment.

Washington Applicants: Do not identify any arrests or criminal charges that did not result in conviction. Also, do not identify any conviction that was entered by the court more than ten (10) years ago, unless some period of incarceration resulting from that conviction took place within the last ten (10) years. **Seattle, WA Applicants:** Do not answer this question at this time. You will only have to answer this question after completing an initial screen.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

FOR PERSONNEL DEPARTMENT USE ONLY

Applicant ID # _____

Arrange Interview Yes No

Remarks: _____

INTERVIEWER DATE

Employed Yes No Date of: _____

Job Title _____ Hourly Rate _____ Annual Salary _____

Department _____

Location _____

By _____
NAME AND TITLE DATE

Position(s) applied for: _____

Date _____

NAME: _____ POSITION: _____ DATE: _____ / _____ / _____