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 Ooltewah, TN 37363  
 423.238.7777 Fax 423.238.7766  
 samaritancenter@centurytel.net

Help for Today • Hope for Tomorrow



## EMPLOYMENT APPLICATION

### *An Equal Employment Opportunity Employer*

**Notice to applicant:** We appreciate your interest in the Samaritan Center and assure you we are interested in your qualifications. A clear understanding of your background and work history will aid us in placing you in the position that best meets your qualifications and may assist us in future upgrading. It is to your advantage to give complete and detailed answers to the questions in this application. Please also note:

1. The Samaritan Center does not discriminate in its employment practices on the basis of race, color, religion, gender, national origin, age, or disabilities.
2. Many positions with the Samaritan Center, including secretarial and clerical positions, require some physical ability and the ability to lift moderate weight. Please consider this. We will make reasonable accommodations in altering the requirements of the position when possible. However, because of the nature of our services and business necessity, we are limited in what we can do.
3. The Samaritan Center has an extensive nonsmoking policy that prohibits smoking while at work, during work hours, or while providing services for the Samaritan Center and/or its clients. Applicants who smoke may want to inquire about the policy before completing this application.

Name (please print or type) \_\_\_\_\_

Mailing Address \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_

Street Address (if different) \_\_\_\_\_

Phone \_\_\_\_\_ Cell/Fax/Email \_\_\_\_\_

Position Applying for \_\_\_\_\_ ( ) Full time ( ) Part time

EDUCATION	Name & Location of School	Course of Study	No. of Years Completed	Did you Graduate?	Degree/ Diploma
Graduate				( ) Yes ( ) No	
College				( ) Yes ( ) No	
Business/ Trade/Technical				( ) Yes ( ) No	
High School				( ) Yes ( ) No	

### SKILLS (Please place a by each area where you have skill, knowledge, or experience.)

\_\_\_\_\_ OFFICE & COMPUTER (Word processing, spreadsheets, database, desktop publishing, filing, telephone)

\_\_\_\_\_ DEVELOPMENT (Public relations, marketing, fundraising, writing articles)

\_\_\_\_\_ THRIFT OPERATIONS (Hanging & tagging, checking appliances, mending, cashiering, merchandising/  
display, antiques/collectibles)

\_\_\_\_\_ PROGRAMS & SERVICES (Casework, interviewing, teaching, childcare)

\_\_\_\_\_ CRAFTSMEN & BUILDING UPKEEP (Janitor, custodian, painting, electrical, plumbing, carpentry)

\_\_\_\_\_ OTHER \_\_\_\_\_

(over)

## EMPLOYMENT HISTORY

(List employment beginning with your present or last position. Request additional sheets if necessary.)

DATES		EMPLOYERS	DUTIES
From (mo. & yr.)		Name	Job title:
To (mo. & yr.)		Address	Principle duties:
Hours per week:		City/State	
Final salary:		Supervisor/phone#	Reason for leaving:
From (mo. & yr.)		Name	Job title:
To (mo. & yr.)		Address	Principle duties:
Hours per week:		City/State	
Final salary:		Supervisor/phone#	Reason for leaving:
From (mo. & yr.)		Name	Job title:
To (mo. & yr.)		Address	Principle duties:
Hours per week:		City/State	
Final salary:		Supervisor/phone#	Reason for leaving:
From (mo. & yr.)		Name	Job title:
To (mo. & yr.)		Address	Principle duties:
Hours per week:		City/State	
Final salary:		Supervisor/phone#	Reason for leaving:

## REFERENCES (List three persons who have worked with you or known you for at least one year):

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

## AVAILABILITY

How soon are you available to begin work? \_\_\_\_\_

Are you available to work on Sunday afternoons? YES NO      Late afternoons/early evenings? YES NO

Does anything restrict your ability to perform all the functions of the job for which you are applying? YES NO  
If yes, please explain:

## RELEASE

**Please read the following statement carefully before signing this application:**

In filling out this application, I understand the Samaritan Center is in no way obligated to provide employment nor am I obligated to accept employment. I understand my application will remain active for consideration for six months. I understand past employment records and other facts stated by me may be subject to inquiry. I hereby grant the Samaritan Center permission to check any of this information. I further understand any misrepresentation or omission of facts in this application will be sufficient for cancellation and/or separation if I have been employed.

Signed \_\_\_\_\_ Date \_\_\_\_\_