



9231 Lee Highway Ooltewah, TN 37363
 Office: 423.238.7777 Fax: 423.238.7766
 www.thesamaritancenter.net

EMPLOYMENT APPLICATION

Help for Today • Hope for Tomorrow

An Equal Employment Opportunity Employer

Notice: 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 the future. 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) _____

Mailing Address _____ **City** _____ **State** _____ **Zip** _____

Phone _____ **Cell** _____ **Email** _____

Position Applying for _____ **Full Time** **Part Time**

EDUCATION	NAME & SCHOOL LOCATION	COURSE OF STUDY	NO. OF YEARS COMPLETED	DID YOU GRADUATE?	DEGREE/DIPLOMA
High School				Yes or No	
College				Yes or No	
Business/Trade/ Technical				Yes or No	
Graduate				Yes or No	

SKILLS: PLEASE CHECK 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, cashing, merchandising/display, antiques/collectibles
- PROGRAMS & SERVICES:** Casework, interviewing, teaching, childcare
- CRAFTSMEN & BUILDING UPKEEP:** Janitor, custodian, painting, electrical, plumbing, carpentry

CONTINUED ON BACK

EMPLOYMENT HISTORY: LIST EMPLOYMENT STARTING WITH YOUR PRESENT OR LAST POSITION. REQUEST ADDITIONAL SHEETS IF NEEDED.

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 PEOPLE WHO HAVE WORKED WITH YOU OR HAVE KNOWN YOU FOR AT LEAST ONE YEAR.

Name: _____ Relationship: _____ Phone: _____

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Name: _____ Relationship: _____ Phone: _____

AVAILABILITY:

How soon are you available to 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 you are applying for? 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: _____