



APPLICATION FOR EMPLOYMENT

Email completed application to Employment@HubbardHouse.org

Position(s) applying for

Name

Last

First

Middle

Cell Phone

Email

Address

Street and No.

City/State

Zip

How long?

Years

/

Months

Previous
Address

Street and No.

City/State

Zip

How long?

Years

/

Months

Have you lived outside of the State of Florida in the previous 5 years? ☐ Yes ☐ No

Are you 18 years of age or older? ☐ Yes ☐ No

Only U.S. citizens or aliens who have a legal right to work in the U.S. are eligible for employment. Can you, upon employment, submit documentation verifying your legal right to work in the U.S. and your identity? Hubbard House, Inc. uses E-Verify to verify documents provided. ☐ Yes ☐ No

Have you ever worked for this company before? ☐ Yes ☐ No

If yes, please give dates and position:

List any friends or relatives working here and identify the relationship (friend or family relationship)?

PREVIOUS EMPLOYMENT

Have you ever been dismissed or forced to resign for any employment? ☐ Yes ☐ No

If yes, please explain:

Are you now employed? ☐ Yes ☐ No

Are you on layoff? ☐ Yes ☐ No

Are you subject to recall? ☐ Yes ☐ No

May we contact your current employer(s)? ☐ Yes ☐ No Previous employer(s)? ☐ Yes ☐ No

Please identify any exceptions and reasons for not contacting current and/or previous employers.

Please list the names of ALL current and previous employers on the following page. Use multiple pages if necessary.

Previous Employer City/State Phone	Begin Date End Date	Position Supervisor Name/Title	Reason for Leaving
Previous Employer City/State Phone	Begin Date End Date	Position Supervisor Name/Title	Reason for Leaving
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Previous Employer City/State Phone	Begin Date End Date	Position Supervisor Name/Title	Reason for Leaving

Indicate reasons for all employment gaps here:

IN CASE OF EMERGENCY NOTIFY		
Name	Cell	Relationship
Address		City/State/Zip

EDUCATION

	Name/City/State	Graduate? Y or N	Study or Major
High School/GED			
College/ University			
Graduate/ Professional			
Trade/ Correspondence			
Other			

Describe type of position and circumstances which would most satisfy you.

Describe your greatest need for personal development and your current and future plans for fulfilling this need.

Describe why you are interested in working at Hubbard House.

Describe a situation (personal or professional) where you empowered or advocated for another.

Describe a time when you collaborated (worked as a team) with others to achieve a common goal.

List the core values you possess that would be an asset to Hubbard House, Inc.

Where did you see this job posting or how did you hear about this position (Hubbard House, Inc. website, Indeed, Nonprofit Center of NEFL)?

EQUAL OPPORTUNITY EMPLOYER APPLICANT'S STATEMENT

I understand that if I am hired, my employment will be for no definite period, regardless of the period of payment of my wages. I further understand that I have the right to terminate my employment at will at any time with or without notice or reason, and Hubbard House, Inc. has the same right. No one other than the CEO of Hubbard House, Inc. has authority to modify this relationship or make any agreement to the contrary. Any such modification or agreement must be in writing.

I understand that Hubbard House, Inc. reserves the right to require me to submit to a drug test at any time and also reserves the right to require me to submit to an alcohol test and/or medical examination to the extent permitted by law. I further understand that Hubbard House, Inc. may contact my current and/or previous employers and I authorize those employers to disclose to Hubbard House, Inc. all records and other information pertinent to my employment with them. I release my current and/or previous employers from any liability as a result of their disclosure of information about me to Hubbard House, Inc. I also authorize Hubbard House, Inc. to provide truthful information concerning my employment with Hubbard House, Inc. to my future prospective employers and I agree to hold Hubbard House, Inc. harmless for providing such information.

I further understand that if employed I will be on a 90-day introductory period, and that termination for unsatisfactory performance during that period will not result in any Hubbard House, Inc. responsibility for unemployment benefits. I further understand that completion of the introductory period does not confer any expectation of continued employment, and that if employed, my employment will be for no definite period and "at-will."

By signing this application, I certify that all the information that I provide on this application and in any interview, will be true, complete and accurate. I understand that if I am employed and any such information is later found to be false or misleading in any respect, I will be dismissed.

I certify that I have reviewed this written notification that Hubbard House, Inc. may obtain a consumer report or reports on me. I authorize Hubbard House, Inc. to obtain such a report or reports for use in connection with my application for employment and for other employment-related reasons and/or decisions. If hired, this authorization shall remain on file and serve as ongoing authorization for procurement of employment-related consumer reports at any time during my employment. I understand that the term "consumer report" includes, but is not limited to, credit checks, criminal background checks (level 2), drug screening and TB testing, Department of Motor Vehicle reports (DMV/MVR), and investigative consumer reports. I understand Hubbard House, Inc. participates in the E-Verify Program. I authorize Hubbard House, Inc. to conduct electronic inquiry related to my background, including review of all social networking sites and to make adverse decisions as a result of such inquiries. I further understand that the term "investigative consumer report" means a report in which information on my character, general reputation, personal characteristics, or mode of living is obtained through personal interviews with my neighbors, friends, or associates, or with others with whom I am acquainted or who may have knowledge concerning any such items of information. **Any offer of employment is subject to acceptable drug screening, background checks (level 2), and DMV/MVR results.**

I HEREBY CERTIFY that I have read, understand, and agree to this Applicant's Statement. I also HEREBY CERTIFY that all the information that I have provided in this application is true and accurate.

Date

Signature of Applicant

Hubbard House, Inc. is an equal opportunity employer and does not discriminate because of to race, color, religion, age, national origin, mental or physical disability/disability status, sex/gender, pregnancy, military status/status as a veteran, genetic information, citizenship, immigration status, marital status, sexual orientation, gender identity, gender expression, limited English proficiency, language spoken, or other legally protected status.

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This application will be considered active for a maximum of thirty (30) days. If you wish to be considered for employment after that time, you must reapply.