P.O. Box 2370/111 Mountain View St.
Weaverville, CA 96093
(530) 623-2024/FAX 623-6343
www.hrntrinity.org
e-mail: jobs@hrntrinity.org

EMPLOYMENT APPLICATION

To apply, submit a complete application package including a cover letter, resume, and signed application.
Late and/or incomplete application packages will not be accepted.

POSITION APPLYING FOR _____ DATE OF AVAILABILITY _____

Name _____

Mailing Address _____ City _____ State _____ Zip _____

Cell Phone _____ Home Phone _____ Email _____

EDUCATIONAL BACKGROUND

High School Graduate: ❑ YES ❑ NO or GED: ❑ YES ❑ NO

University/College	**Area of Study**	**Degree**

WORK HISTORY (Current or most recent first)

Organization/Company		Start Date		End Date	
Position		Supervisor			
Address			Phone		
Reason for Leaving					
May we contact this employer for a reference? ❑ YES ❑ NO					

Organization/Company		Start Date		End Date	
Position		Supervisor			
Address			Phone		
Reason for Leaving					
May we contact this employer for a reference? ❑ YES ❑ NO					

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WORK HISTORY cont'd

Organization/Company		Start Date		End Date	
Position		Supervisor			
Address			Phone		
Reason for Leaving					
May we contact this employer for a reference? ❑ YES ❑ NO					

COMMUNITY/VOLUNTEER WORK (POSITION RELATED)

_____

_____

PROFESSIONAL ORGANIZATIONS

_____

_____

DRIVER'S LICENSE

Do you have a valid California Driver's License? ❑ YES ❑ NO

If no, do you have the ability to obtain one? ❑ YES ❑ NO

Have you ever been denied a license, permit, or privilege of operating a motor vehicle? ❑ YES ❑ NO

PROFESSIONAL LICENSES / SPECIAL CERTIFICATES

Number	Type	Expiration Date

PROFESSIONAL REFERENCES. List below three persons not related to you who have knowledge of your work performance.

Name	Address	Phone	Relationship

How did you hear about the job? _____

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Please read carefully. Initial each paragraph and sign below.

_____ Initials

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

_____ Initials

I hereby authorize HUMAN RESPONSE NETWORK (HRN) to thoroughly investigate my references, work record, education and other matters related to my suitability for employment (excluding criminal background information) unless otherwise specified above. I further authorize the references I have listed to disclose to HRN any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release HRN, my former employers and all other persons, corporations, partnerships, and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

_____ Initials

I understand that nothing contained in the application or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and HRN. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or HRN, and that no promises or representations contrary to the foregoing are binding on HRN unless made in writing and signed by me and the Executive Director. This application does not constitute an agreement or contract for employment for any specified period or definite duration.

_____ Initials

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.

Human Response Network will consider qualified applicants, including those with criminal histories, in a manner consistent with state and local "Fair Chance" laws.

Applications invited from all qualified individuals without respect to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, age, disability, genetic information, or other personal characteristics.

Please be aware the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance or alcohol is prohibited with Human Response Network's workplace. Employees who violate this prohibition are subject to disciplinary action and possible dismissal.

_____ Date

_____ Applicant's Signature

_____ Applicant's Printed Name