



APPLICATION FOR EMPLOYMENT

Please PRINT except for signature

What specific position are you applying for?		Date of Application:	
<p>The values of SHARE are Integrity - Motivated - Professionalism - Adaptability - Compassion - Teamwork</p> <p>Your behavior and the values you demonstrate in the workplace have a direct IMPACT on mission fulfillment, the work environment and the people you will serve. You will be expected to demonstrate these values in the performance of your work and in your daily interaction with others. You must be successful in both the demonstration of these values and the successful performance of the essential job functions required by the position you are applying for.</p>			
Did you read and understand these values and if hired do you agree to abide by them? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Applicant Information			
Your Last Name:	Your First Name:	Middle Initial:	
Address:	City :	State:	Zip:
Phone Number:	Alternate Phone Number:	Email Address:	
Are you a U.S citizen or authorized to work in the United States?		<input type="checkbox"/> YES <input type="checkbox"/> NO	
Do you have any relatives that are currently employed by SHARE Foundation?		<input type="checkbox"/> YES <input type="checkbox"/> NO	
If Yes the employee's name _____			
Have you ever worked for the SHARE Foundation before?		<input type="checkbox"/> YES <input type="checkbox"/> NO	
Have you ever been convicted of any crime , including sex-related or child abuse-related offenses? <input type="checkbox"/> Yes or <input type="checkbox"/> No			
Have you ever been found guilty of child maltreatment? <input type="checkbox"/> Yes or <input type="checkbox"/> No			
If Yes; When were you convicted and what was the offense?			
<p>Disclaimer: SHARE does not disqualify individuals from any employment based solely on the existence of past criminal history but weighs each such situation on a case by case basis. Among other things, SHARE will consider the nature and gravity of the offense or conduct, the time that has passed since the offense and/or completion of any sentence, and the nature of the job the applicant is seeking.</p>			
<p style="text-align: center;">How many hours do you desire to work weekly?</p> <p><input type="checkbox"/> 40 hours or more only <input type="checkbox"/> 30 to 40 hours <input type="checkbox"/> Less than 30</p>			
<p style="text-align: center;">Are you available to work after regular business hours?</p> <p><input type="checkbox"/> Before 8:00am <input type="checkbox"/> After 5:00pm <input type="checkbox"/> Saturdays <input type="checkbox"/> Sundays <input type="checkbox"/> On- Call</p>			
<p style="text-align: center;">I am available to work on the following week days:</p> <p><input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday</p>			
What date would you be available to begin working?			
What is the pay rate or pay range you would accept?			
Education / Certification/ Licensure			
Are you currently enrolled in high school or a home school program? <input type="checkbox"/> YES <input type="checkbox"/> NO			
Did you graduate High School or do you have a GED? <input type="checkbox"/> YES <input type="checkbox"/> NO			

Do you have a college degree? <input type="checkbox"/> YES <input type="checkbox"/> NO		
Degree in:		College:
		Dates attended:
Degree in:		College:
		Dates Attended:
Please list any certifications you have:		
Please list any professional licenses you hold:		
In what state(s) are you licensed:		
What is your license Number:		
Special Skills		
Please indicate any computer skills you have by checking all that apply:		
<input type="checkbox"/> Word <input type="checkbox"/> Excel <input type="checkbox"/> Access <input type="checkbox"/> Adobe PDF <input type="checkbox"/> Power Point <input type="checkbox"/> Microsoft 365 <input type="checkbox"/> Google applications		
List any other computer software or applications that you are proficient in:		
I can efficiently operate: <input type="checkbox"/> computer <input type="checkbox"/> laptop <input type="checkbox"/> tablets/mobile devices		
Please list any other equipment you can efficiently operate related to the job you applied for:		
Do you have any other special skills or technical abilities?		
Professional References		
List three previous supervisors that we may contact for professional references		
Supervisor's Name:		Phone number:
Company Name:		Phone Number:
Supervisor's Name:		Phone number:
Company Name:		Phone Number:
Supervisor's Name:		Phone number:
Company Name:		Phone Number:
Previous Employment Verification		
Please provide information about you previous work history. Additional work history may be provided separately or a resume attached. Resumes will not be accepted in lieu of this signed application.		
May we contact your current employer to verify your employment dates? <input type="checkbox"/> YES or <input type="checkbox"/> NO		
Please provide your Social Security number for identification verification purposes:		
Current or Last Company Name:		Phone Number:
Address:	City:	State:
Your supervisor's name:		
Your Job Title:		Duties Preformed:
Reason For Leaving:		Pay Rate:

Hire Date:	Last Day worked:	
Previous Company Name:	Phone Number:	
Address:	City:	State:
Your supervisor's name:		
Your Job Title:	Duties Performed:	
Reason For Leaving:	Pay Rate:	
Hire Date:	Last Day worked:	
Previous Company Name:	Phone Number:	
Address:	City:	State:
Your supervisor's name:		
Your Job Title:	Duties Performed:	
Reason For Leaving:	Pay Rate:	
Hire Date:	Last Day worked:	

Application Waiver Please Read Carefully and Sign Your Name

In exchange for the consideration of my job application by SHARE Foundation (hereinafter called "the Company"), I agree that:

Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements, and the like as they may exist from time to time, or other Company practices, shall serve to create an actual or implied contract of employment, or to confer any right to remain an employee of SHARE Foundation, or otherwise to change in any respect the employment-at-will relationship between it and the undersigned, and that relationship cannot be altered except by a written instrument signed by the President/CEO of the Company. Both the undersigned and SHARE Foundation may end the employment relationship at any time, without specified notice or reason. If employed, I understand that the Company may unilaterally change or revise its benefits, policies and procedures and such changes may include reduction in benefits.

I authorize investigation of all statements contained in this application. I understand that the misrepresentation or omission of facts called for is cause for dismissal at any time without any previous notice. I understand that, in connection with the routine processing of my employment application, the company may request from a law enforcement agency an investigation of my criminal history. I hereby give the Company permission to contact schools, previous employers/supervisors, references, licensing boards/certifying agencies and others, and hereby release the Company from any liability as a result of such contact.

I also understand that (1) The Company has a drug and alcohol policy that provides for pre-employment testing. All job applicants (post-offer, pre-placement) at the Company will undergo testing for substance abuse as a condition of employment. Any applicant with a confirmed and verified positive test result will be denied employment. Once an offer of employment has been made and accepted, applicants will be required to submit voluntarily to a urinalysis test to be collected at a site chosen by the company and submitted to a certified testing laboratory, and by signing a consent agreement will release the Company from liability (2) continued employment is based on the successful passing of any further testing after employment under such policy.

I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in termination.

Signature of applicant _____ Date _____

SHARE Foundation does not discriminate on the basis of race, sex, color, religion, national origin, handicap or age in admission or access to or treatment or employment in its programs or activities. The President/CEO of SHARE, has been designated to coordinate efforts to comply with the Americans with Disabilities Act of 1991, which prohibits discrimination on the basis of handicap.

Thank you for completing this application and for your interest in SHARE Foundation.