

Employment Application



Phoenix House
Rising Above Addiction

Please return to the Office of Human Resources

Please Complete Entire Application. Do Not Leave Any Sections Blank Or Write "See Resume"-

To Do So May Invalidate Your Application.

<p>Phoenix House is an equal opportunity employer dedicated to a policy of nondiscrimination in employment. Phoenix House will not discriminate against any employee or applicant for employment because of race, color, religion, national origin, age, sex, sexual orientation, creed, disability, marital status, veteran status, or any other protected characteristic or feature. This policy extends to all personnel actions including, but not limited to, recruitment, promotion, transfer, rate of pay, training and termination. Phoenix House is firmly committed to a bias-free work environment and a policy of equal employment opportunity for all employees. Consistent with Phoenix House's non-discrimination policy, harassment in the workplace on the basis of any of the factors listed above is not tolerated.</p>			Application Date
Last Name, First Name and Middle Initial		E-Mail Address	
Street Address and Apt. Number		Business Phone Number	Home Phone Number
City	State	ZIP	
Have you previously been employed by Phoenix House? <input type="checkbox"/> Yes <input type="checkbox"/> No		Date:	Position:
Social Security Number	Are you an American citizen? * <input type="checkbox"/> Yes <input type="checkbox"/> No-Visa type _____	Alien Registration No.	
Are you a veteran? <input type="checkbox"/> Yes <input type="checkbox"/> No Military Branch? _____		Relevant Military duties/special training: _____	
Can you perform the functions of the position for which you are applying with or without reasonable accommodation? <input type="checkbox"/> Yes <input type="checkbox"/> No		Is there anything that would prevent you from performing the activities involved in this position in a reasonable and safe manner? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you ever been convicted of a violation of the law, excluding traffic violations? ** <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, Explain. _____ [Applicants for a position in Massachusetts are not required to answer this question unless a job offer is extended.]		Are you on parole, probation or have a criminal case/trial pending? ** <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, Explain. _____ [Applicants for a position in Massachusetts are not required to answer this question unless a job offer is extended.]	
State name(s) of any relative(s)** in our employ and your relationship to them. _____		If under 18, do you have valid work permit? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you interested in temporary work? <input type="checkbox"/> Yes <input type="checkbox"/> No
Referred by a Phoenix House employee? <input type="checkbox"/> Yes <input type="checkbox"/> No	Other Referral Source: <input type="checkbox"/> PH Website <input type="checkbox"/> Monster.Com <input type="checkbox"/> Newspaper _____ <input type="checkbox"/> On-line Posting _____ <input type="checkbox"/> Other _____	Hours available: Days available: Are you able to work evening or weekend shifts? <input type="checkbox"/> Yes <input type="checkbox"/> No Date available to start work:	
Name of Employee	Position desired: _____ Salary desired: _____ Is this an internship? <input type="checkbox"/> Yes <input type="checkbox"/> No Is this a volunteer position? <input type="checkbox"/> Yes <input type="checkbox"/> No		
<p>Skills (Check those that pertain to you and the job you are applying for)</p> <input type="checkbox"/> Foreign Languages: _____ <input type="checkbox"/> Typing (wpm _____) <input type="checkbox"/> Accounting/Bookkeeping <input type="checkbox"/> Filing <input type="checkbox"/> Other: _____			
Office Equipment (including audio-visual/computer applications/software) _____ _____			
Please list any special licenses, certificates, etc. _____			
Write a brief statement explaining why you would like to work for Phoenix House. _____ _____ _____			

Are there any other experiences, skills, or abilities that especially qualify you for employment with our company?

Education Record: Most Recent First

EDUCATION LEVEL	NAME/ADDRESS	MAJOR AREA	# OF YEARS COMPLETED	DID YOU GRADUATE?	DIPLOMA/DEGREE RECEIVED
High School					
College					
Graduate School/Special Training/Other					

Are you currently attending school? Yes No

What is your course of study? _____

Professional/Scholastic Honors: _____

Employment Record

Human Resources Use Only. Previous Applicant? Yes No

Please fill out completely even if you have provided a resume, make sure to attach resume if you have held more than three positions.

	PRESENT OR LAST JOB	SECOND TO LAST JOB	THIRD TO LAST JOB
Institution or Firm Name			
Address & Telephone Number			
Supervisor's Name/Title			
Your Position (Title)			
Dates Employed	From ____/____ to ____/____	From ____/____ to ____/____	From ____/____ to ____/____
Reason(s) for Leaving			
Duties (Describe in detail the work you performed and the skills used or learned. If you need more room to complete your prior work history use additional sheets of paper).			

Do we have permission to contact your current employer if you should reach the interview stage? Yes No

Professional/Employment References

Name/Title	Address	Phone	E-mail

PRE-EMPLOYMENT STATEMENT (Please read carefully, print name, sign, and date at the bottom)

I understand and agree that:

1. Application Truth: I declare that the information on this application is true and complete to the best of my knowledge. The withholding or falsification of information on this application, resume, or other materials, or during interviews is grounds for dismissal.

2. Pre-Employment Screening: My employment with Phoenix House is contingent upon my successful completion of the company's total pre-employment screening process, including assessment testing, if appropriate, and Phoenix House receiving references that it considers satisfactory. (Note: Assessment tests and reference results will not be disclosed to the applicant, whether or not employed by Phoenix House). I understand that as a condition of employment, I will also be required to submit to and pass an alcohol/drug screening. I hereby consent to having the results of any such alcohol/drug screening disclosed to Phoenix House. I authorize and request that those individuals I have listed as work-related references furnish information about my employment record, including a statement of the reasons for the termination of my employment, salary history, dates of employment, work performance, abilities, and other qualities pertinent to my qualifications for employment, hereby releasing them from any and all liability for damages arising from furnishing the requested information.

3. Investigative Reports: In processing my application or employment, the company may verify all the information provided by me, or may produce or have prepared a confidential pre-employment consumer or investigative report for this purpose concerning my prior employment, military record, education, character, general reputation/background, any known sexual misconduct, driving record, personal characteristics, and prior convictions. I understand that upon written request to the company, I will be informed whether an investigative consumer report was requested and given full information as to the nature and scope of this investigation. I authorize Phoenix House to obtain and release any information pertaining to my background for employment or volunteer services. I release Phoenix House from all claims and damages arising out of or relating to an investigation of my background for said employment screening.

4. Employment At Will: I agree to comply with the policies, rules, regulations, and procedures of Phoenix House, I understand that I am an employee at will and that my employment, and compensation may be terminated with or without cause or notice, at any time, at the option of either Phoenix House or myself. I further understand that no manager or representative of the company other than the President of Phoenix House has any authority to enter into any agreement with me for employment for any specified period of time or to make any agreement that changes my employee at will status, if employed. I understand that any such agreement, if made, shall not be enforceable unless it is in writing and signed by me and by the President of Phoenix House.

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***Note:** Federal law requires that employers hire only U.S. citizens or individuals with permission to work in the United States. In compliance with such laws, Phoenix House will verify the status of every individual before employment begins. Therefore, employment is subject to verification of the applicant's identity and employment authorization. It will be necessary for you to submit such documents as are required by law to verify your identification and employment authorization upon employment.

****Note:** A conviction record will not necessarily be a bar to employment and records are reviewed on a case-by-case basis. Confidential conviction information will be used for only job-related purposes in regards to possible employment and only to the extent permitted by applicable law.

*****Note:** Relative means spouse, domestic partner, child, parent, grandparent, grandchild, aunt, uncle, brother, sister, or corresponding "in-law" or "step" relative.

Print Name _____

Signature _____

Date _____