



### Employment Application

HumanGood offers you a chance to work and learn in a professional atmosphere that is both challenging and rewarding. We are looking for exceptional, compassionate and caring candidates to join the growing HumanGood team. HumanGood is an Equal Opportunity Employer. We do not discriminate against qualified applicants based upon any protected group status, including but not limited to race, color, creed, religion, gender, national origin, ancestry, age, marital status, military or veteran status, sexual orientation, physical or mental disability or medical condition as defined by applicable equal opportunity laws.

Position applying for: \_\_\_\_\_ Location \_\_\_\_\_

#### Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_  
*City State ZIP Code*

Phone: \_\_\_\_\_ Email \_\_\_\_\_

#### Work Experience

Company: \_\_\_\_\_ Job Title: \_\_\_\_\_

Supervisor's Name and Title \_\_\_\_\_ Supervisor's Phone: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO

Company: \_\_\_\_\_ Job Title: \_\_\_\_\_

Supervisor's Name and Title \_\_\_\_\_ Supervisor's Phone: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO



Company: \_\_\_\_\_ Job Title: \_\_\_\_\_

Supervisor's Name and Title \_\_\_\_\_ Supervisor's Phone: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO

**Education/ Certification**

Education 1: \_\_\_\_\_ City: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES NO Diploma: \_\_\_\_\_

Education 2: \_\_\_\_\_ City: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES NO Degree: \_\_\_\_\_

Certification 1: \_\_\_\_\_ Location: \_\_\_\_\_

Issue Date: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Certification 2: \_\_\_\_\_ Location: \_\_\_\_\_

Issue Date: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**References**

*Please list three professional references.*

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

## Availability

**Days/hours available:**

Monday	From	To
Tuesday	From	To
Wednesday	From	To
Thursday	From	To
Friday	From	To
Saturday	From	To
Sunday	From	To

**Total hours per week desired:** \_\_\_\_\_

**Are you available to work: Weekends\*** Yes  No

**Holidays\*** Yes  No

**Nights\*** Yes  No

**\*If required for the position for which you're applying.**

**Are you available to work overtime?** Yes  No



## Company Questionnaire

To help us better know you and further assess your qualifications for this position, please answer the following questions as accurately as possible.

1. Are you 18 years or older?

Yes

No

2. Are you willing to submit to a background check; including any state required background checks required by state and federal agencies, to include fingerprint scans?

Yes

No

3. Do you have the legal right to work in the United States without current or future employer sponsorship? For the purpose of this question, "employer sponsorship" includes, but is not limited to, H-1B, TN, AC-21, O-1, E-3, F-1-OPT, and F-1 CPT.

Yes

No

4. Employees of all HumanGood Employers are expected to model and reinforce ethical behavior in accordance with the employer's Code of Conduct. This includes maintaining the privacy and confidentiality of information; protecting the assets of the organization; acting with ethics and integrity; conducting business with honesty; following through on commitments; admitting mistakes and showing consistency in words and actions; supporting compliance initiatives and reporting noncompliance; and adhering to applicable federal, state, and local laws and regulations, accreditation and licensure requirements (if applicable), abiding by the company's employee handbook, policies, guidelines, and procedures. Have you read the above statement and understand the agreement to abide by the Principles of Responsibility is a condition of employment?

Yes

No

5. Have you ever been disciplined, terminated, or resigned because of sexual harassment in the workplace?

Yes

No



### Applicant Authorization

*I authorize a thorough investigation of my prior employment, educational background, criminal record, and where applicable to a position, license, certifications, credit check and/or driving record. I agree to cooperate in such an investigation, to execute any consent forms required in connection with those investigations, and release from all liability and responsibility all persons or entities requesting or supplying such information. I understand that employment is conditional based on investigation results.*

*I certify that statements made on the application, on a resume, attachments hereto, or other supplementary materials provided by me are full and complete statements of the facts. I understand that false, misleading or omitted information can result in refusal of employment or termination in cases where erroneous information is discovered after employment has begun. I understand that if I am offered employment and accept, this employment application form becomes part of the terms and conditions of employment.*

*I understand that HumanGood is a Drug-Free Workplace and that passing a pre-employment drug test is a requirement of employment if this application leads to a job offer with HumanGood. I also understand that if this application leads to a job offer, I am subject to all Drug and Alcohol Policies and Procedures of HumanGood, including the pre-employment drug test and any random drug testing done by the company. HumanGood does not recognize Marijuana as a legal substance per current federal laws. All offers of employment are contingent upon successful completion of this examination.*

*I understand that: Employment is contingent on supplying of documents for Employment Eligibility Verification.*

HumanGood offers reasonable accommodations in the hiring and employment process for individuals with disabilities. If you need assistance in the application or hiring process to accommodate a disability, you may request an accommodation at any time.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_