

APPLICATION FOR EMPLOYMENT
My B.R.O.T.H.E.R.S. HOUSE, Inc.
4822 Albemarle Road Suite 105 Charlotte, NC 28205
Office: (704) 532-4771 Fax: (704) 532-4774

Position

_____ **Indicate one:** Full time Part time Temporary Student
Social Security No. _____

I can start work on: _____ **Do you intend to provide notice to your current employer?** Yes No

APPLICANT INFORMATION (Key data or print legibly in black or blue ink only.)

This application must be completed in its entirety and signed. Please indicate NA (not applicable) in any section that does not apply. A résumé may be attached but **does not** substitute for a fully completed application. **Unsigned or incomplete applications will not be considered.** Include with your application all documentation supporting that you meet the minimum requirements of the position (for example, photocopy of a CDL-B, registration as a professional engineer, transcripts, etc.)

_____ **Last name** _____ **First name** _____ **MI** _____

_____ **Home address (number and street)** _____

_____ **City** _____ **County** _____ **State** _____ **Zip code** _____

Home Phone () _____ **Business** () _____ **Cell** () _____

Email address _____ **Are you legally eligible for employment in the U.S.?** Yes No

Do you have a valid driver license? Yes No **Indicate class:** A B C E

Enter Driver's License No. _____

Have you ever been convicted of an offense against the law or other than a minor traffic violation?	Yes	No
Have you ever been convicted of a felony?	Yes	No
Have you ever applied for work compensation?	Yes	No
Have you ever served in the U.S. Armed Forces? If yes, were you honorable discharged?	Yes	No
Are you a member of the Military Reserves?	Yes	No
Do you have any medical conditions that would prohibit you from performing at My Brothers House, Inc? Are you legally eligible for employment in the United States?	Yes	No

EDUCATION AND TRAINING - Please include copies of transcripts (originals required upon employment)

High School	Highest Grade Completed	Diploma? (yes/no)	GED or Equivalency (circle one)
High School Name			
Location (City & State)			
Your name, if different than on application:			

Name of College / University / Professional School	Location (City & State)	Dates Attended		Hours Earned	Course of Study or Major (ex: Business Mgmt.)	Degree (AA, AS, BS, MS, PhD...)	Date Awarded (Month and Year)
		To	From				
Your name, if different than on application:							

Name of Technical / Vocational / Military School	Location (City & State)	Dates Attended		Hours Earned	Course of Study or Major (ex: Business Mgmt.)	Degree (AA, AS, BS, MS, PhD...)	Date Awarded (Month and Year)
		To	From				
Your name, if different than on application:							

List Any Current Licenses, Registrations or Certifications	License, Registration or Certification Number	Date Received	Date Expires

PROFESSIONAL REFERENCES Exclude friends or relatives.

Name	Occupation	Complete Address Number, Street, City, State, Zip	Phone or Cell Number with area code	Years Known
1.				
2.				
3.				

WORK HISTORY Begin with your current or most recent employer and provide your **complete** work history. Attach additional pages as necessary.

Applications indicating "See attached résumé" *will not be considered*.

From:	To:	Employer name:
Your title:		Employer phone number:
Your supervisor's name:		Employer address:
Your supervisor's title:		
Last salary per week / year (indicate one):		Your responsibilities:
May we contact your present/last employer?		
Reason for leaving:		
From:	To:	Employer name:
Your title:		Employer phone number:
Your supervisor's name:		Employer address:
Your supervisor's title:		
Last salary per week / year (indicate one):		Your responsibilities:
Reason for leaving:		
From:	To:	Employer name:
Your title:		Employer phone number:
Your supervisor's name:		Employer address:
Your supervisor's title:		
Last salary per week / year (indicate one):		Your responsibilities:
Reason for leaving:		

WORK HISTORY, cont...

From:	To:	Employer name:
Your title:		Employer phone number:
Your supervisor's name:		Employer address:
Your supervisor's title:		
Last salary per week / year (indicate one):		Your responsibilities:
Reason for leaving:		
From:	To:	Employer name:
Your title:		Employer phone number:
Your supervisor's name:		Employer address:
Your supervisor's title:		
Last salary per week / year (indicate one):		Your responsibilities:
Reason for leaving:		

SKILLS AND QUALIFICATIONS Briefly summarize your special skills and qualifications.

CERTIFICATION AND AUTHORIZATION FOR RELEASE OF PERSONAL INFORMATION

I authorize **My Brother's House, Inc.** to make lawful inquiries regarding my past and present employment and to release from liability all of those supplying information.

Applicant signature: _____

Date: _____ Typed name will serve as signature. Full signature may be required at time of interview or hire.