



# HIS BRANCHES

340 Arnett Boulevard Rochester, NY 14619  
Phone: 585-235-9000

Web: www.hisbranches.org  
Fax: 585-235-4366

## APPLICATION FOR STAFF EMPLOYMENT

Date \_\_\_\_\_

### APPLICANT INFORMATION:

Name \_\_\_\_\_  
First Middle Last

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone (\_\_\_\_\_) \_\_\_\_\_ Cell Phone (\_\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

Position Desired \_\_\_\_\_ How did you learn about it? \_\_\_\_\_

Special Skills \_\_\_\_\_

Prefer: Full-time \_\_\_\_\_ Part-time \_\_\_\_\_ Either \_\_\_\_\_

Earliest Date you can Begin \_\_\_\_\_ Salary Minimum Required \_\_\_\_\_

### EDUCATION:

	Years completed				Name of School	Degree	Major
High School	1	2	3	4	_____		
College	1	2	3	4	_____		
Other	1	2	3	4	_____		

Postgraduate Certification: \_\_\_\_\_

### WORK HISTORY:

List in order, starting with your current or most recent employment:

**Most recent job:** Dates of Employment (month & year) From \_\_\_\_\_ to \_\_\_\_\_  Full-time  Part-time

Name and Location of employer: \_\_\_\_\_

What was your Title or position? \_\_\_\_\_

Supervisor's name \_\_\_\_\_ Phone \_\_\_\_\_

May we contact?  Yes  No If no, explain: \_\_\_\_\_

What was your hourly rate of pay? \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Job Responsibilities \_\_\_\_\_

**Previous job:** Dates of Employment (month & year) From \_\_\_\_\_ to \_\_\_\_\_  Full-time  Part-time

Name and Location of employer: \_\_\_\_\_

What was your Title or position? \_\_\_\_\_

Supervisor's name \_\_\_\_\_ Phone \_\_\_\_\_

May we contact?  Yes  No If no, explain: \_\_\_\_\_

What was your hourly rate of pay? \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Job Responsibilities \_\_\_\_\_

**Previous job:** Dates of Employment (month & year) From \_\_\_\_\_ to \_\_\_\_\_  Full-time  Part-time

Name and Location of employer: \_\_\_\_\_

What was your Title or position? \_\_\_\_\_

Supervisor's name \_\_\_\_\_ Phone \_\_\_\_\_

May we contact?  Yes  No If no, explain: \_\_\_\_\_

What was your hourly rate of pay? \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Job Responsibilities \_\_\_\_\_

**Use back of page to list other jobs.**

**REFERENCES:**

Give below the names of three persons, not family members, who have known you for at least one year.

Name	Relationship to You	Phone Number
1. _____	_____	_____
Address _____	_____	Email _____
2. _____	_____	_____
Address _____	_____	Email _____
3. _____	_____	_____
Address _____	_____	Email _____

Are you authorized to work in the United States?  Yes  No

Have you ever worked for His Branches Inc.?  Yes  No

Do you know of any reason why you cannot perform the essential functions of the job for which you are applying, with or without reasonable accommodation?  Yes  No

If yes, explain \_\_\_\_\_

Have you ever been convicted of a crime?  Yes  No If yes, please describe in full.\*

*\* An affirmative answer to these questions does not automatically preclude you from being considered for employment.*

**AGREEMENT WITH HIS BRANCHES PHILOSOPHY:**

Have you carefully read the His Branches Mission, Vision, and Goals, which are enclosed (please keep for future reference)?  Yes  No

Are they clear to you and sufficiently compatible with your own philosophy and experience to lead you to the conclusion that you could support these statements and goals and work effectively and happily as a staff member at His Branches?  Yes  No

Please express in writing your purpose for seeking a position at His Branches, and indicate how your personal views relate to the Mission of His Branches.

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Describe how your life reflects a commitment to our core value of being “Called to Serve”:

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I hereby affirm that the information provided on this application (and accompanying resume) is true and complete to the best of my knowledge. I also understand that falsified information will disqualify me from further consideration in employment and constitute a reason for dismissal. I authorize His Branches Inc. to obtain information from my present and previous employers and such other sources as the organization determines to be reasonably necessary in connection with my employment. I understand that if I am offered a position, I will have to submit to a criminal background check and 10-point drug screen test.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*The NYS Human Rights Law makes it illegal for an employer to discriminate against an employee or job seeker because of his or her age, creed, race, color, sex, sexual orientation, national origin, marital status, disability, military status, domestic violence victim status, criminal or arrest record, or predisposing genetic characteristics.*