

Broadening Horizons, Inc.

Application for Employment

An Equal Opportunity Employer!

Last Name: _____ First Name: _____ M.I.: _____

Address: _____
 (Street, P.O. Box, Route) (City) (State) (Zip)

Home Phone: _____ Cell Phone: _____ Work Phone: _____

Social Security Number: _____ - _____ - _____

1. Are you a U.S. Citizen? Yes No

If no, are you authorized to work in the U.S. on a restricted basis and can provide proof? Yes No

2. Are you at least 21 years of age? Yes No

3. Do you possess a valid driver's license? Yes No License #: _____ State: _____

Has your license ever been revoked or suspended? Yes No

If yes, give reason/Suspension period: _____

4. Have you ever been convicted of violating any law? Yes No

If yes, list convictions, dates, and places: _____

5. Have you been a resident of Kentucky for the last 12 months? Yes No

If no, list addresses and dates of all residences lived in: _____

Position applying for: _____ Full-time Part-time Date available to work: _____

Hours of availability: *please check each box indicating hours you are available. (Note: No shift is guaranteed!)*

Shift	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1st (8A-4P)							
2 nd (4-12A)							
3 rd (12-8A)							

If asked, would you be willing to work additional shifts outside of your regular schedule? Yes No

Education & Training: *Please complete and provide originals of your GED/H.S. Diploma, Vocational and technical transcript, and/or College sealed transcript from Registrar's office*

School	Name/Address	Dates Attend	Month/Year Graduation	# Hours Earned	Study	Degree/Diploma
High School						
College/University						
Vocational/ Tech.						

Broadening Horizons, Inc.

Application for Employment

An Equal Opportunity Employer!

Employment History: *begin with most recent employer and provide as much detail as possible. Be sure to complete each blank in this section thoroughly and accurately to the best of your knowledge. Please list responsibilities from most important to least (complete even if you attach a resume)*

May Broadening Horizons contact your current employer? Yes No

If no, please explain: _____

<p>Name of Employer: _____ Employed From: ___/___/___ to ___/___/___ Title/Position/Rank: _____ Starting Salary : _____ Ending Salary: _____ Reason for leaving: _____ Name & Title of Supervisor: _____ Type of Business: _____ Address: _____ _____ _____</p>	<p>Job Responsibilities: _____ _____ _____ _____ _____ _____ _____ _____</p>
<p>Name of Employer: _____ Employed From: ___/___/___ to ___/___/___ Title/Position/Rank: _____ Starting Salary : _____ Ending Salary: _____ Reason for leaving: _____ Name & Title of Supervisor: _____ Type of Business: _____ Address: _____ _____ _____</p>	<p>Job Responsibilities: _____ _____ _____ _____ _____ _____ _____ _____</p>
<p>Name of Employer: _____ Employed From: ___/___/___ to ___/___/___ Title/Position/Rank: _____ Starting Salary : _____ Ending Salary: _____ Reason for leaving: _____ Name & Title of Supervisor: _____ Type of Business: _____ Address: _____ _____ _____</p>	<p>Job Responsibilities: _____ _____ _____ _____ _____ _____ _____ _____</p>

If you need additional space please write on a blank piece of paper and attach to application.

Broadening Horizons, Inc.

Application for Employment

An Equal Opportunity Employer!

Character References: *(do not list relatives, former employers, or supervisors)*

Name	Address	Phone Number

Write a brief description of why you would like to work with people with Behavioral Health concerns and/or Intellectual and/or Developmental Disabilities.

Please read before signing:

I certify that all information provided by me on this application is true and complete to the best of my knowledge and that I have withheld nothing that, if disclosed, would alter the integrity of this application.

I authorize my previous employers, schools, and/or persons listed as references to give any information regarding employment or educational record. I agree that this company and my previous employers will not be held liable in any respect if a job offer is not extended, or is withdrawn, or employment is terminated because of false statements. Omissions, or answers made by myself on this application. In the event of any employment with this company, I will comply with all rules and regulations as set by the company in any communication distributed to employees of the company.

In compliance with the Immigration Reform and Control Act of 1986; I understand I am required to provide approved documentation to the company that verifies my right to work in the United States on first day of employment. I have received from the company a list of the approved documents that are required.

I understand employment at this company is "at will," and at any time either I or this company can terminate the employment relationship with or without prior notice; or for any reason not prohibited by statute. All employment is continued on that basis. I hereby acknowledge that I have read and understand the above statements.

Signature: _____ Date: _____

Date Interviewed: _____ Interviewer Signature: _____

Broadening Horizons, Inc.

Application for Employment

An Equal Opportunity Employer!

Pre-Interview Questionnaire: *(Please complete the following questions prior to returning this application. These Questions are used as a means of enhancing the interview process and ensuring applicants who may fit needs of the company are contacted in a prompt manner).*

1. What made you apply for this job?
2. How did you hear about the position you are applying for?
3. What is important to you in a company?
4. Why are you, or did you leave your most recent employer?
5. Have previous employers had any concerns with you? If so, what were the concerns?
6. How much supervision have you had with previous employers?
7. If you recognize you are having concerns with your job, how would you resolve these concerns?
8. What is the most important thing you are looking for in a job?
9. Do you consider yourself to be a leader or a follower?
10. How flexible are you/ do you adapt well to changes?
11. Have you ever been stressed at a job? If so, explain.
12. If the option was available, what shift would you prefer?