

# Interfaith Sanctuary Housing Services

## Job Application

1. **Position Applied For:** Swing Shift Manager

2. **Social Security No.:** (will need to provide if hired) 3. **Are you 21 years of age or older?**  Yes  No

4. **Full legal Name:** \_\_\_\_\_

Last Name First Middle  
Business Phone Cell Phone:

5. **Home Phone:** \_\_\_\_\_

6. **Email Address:** \_\_\_\_\_

7. **Street Address:** \_\_\_\_\_

City State Zip

### 8. Education:

8a. Highest school grade completed: 1 2 3 4 5 6 7 8 9 10 11 12

8b. Do you have a high school equivalency diploma (GED):  Yes  No

8c. Number of years of post high school education: 1 2 3 4

8d. List degree or course of study (if applicable): \_\_\_\_\_

### 9. If you plan to complete an educational program in the future, then indicate the degree or program to be completed

9a. Completion Date: \_\_\_\_\_

10. **Work Experience:** Start with the most recent work experience. Describe all traditional, military and voluntary work experience. Describe your knowledge, skills and abilities that demonstrate your qualifications for the position for which you are applying. Please attach an additional page if needed.

10a. Job Title \_\_\_\_\_  
Employer Name \_\_\_\_\_  
Employer Address \_\_\_\_\_  
\_\_\_\_\_ Phone \_\_\_\_\_

Job Duties:

Supervisor / Manager \_\_\_\_\_  
Title \_\_\_\_\_  
Final Salary \_\_\_\_\_  
Dates (Month/ Year) \_\_\_\_\_ To \_\_\_\_\_  
Hours/week \_\_\_\_\_

Reason for leaving

10b. Job Title \_\_\_\_\_  
Employer Name \_\_\_\_\_  
Employer Address \_\_\_\_\_  
\_\_\_\_\_ Phone \_\_\_\_\_

Job Duties:

Supervisor / Manager \_\_\_\_\_  
Title \_\_\_\_\_  
Final Salary \_\_\_\_\_  
Dates (Month/ Year) \_\_\_\_\_ To \_\_\_\_\_  
Hours / Week \_\_\_\_\_

Reason for leaving

11. **Job Skills:** Use the following space to provide any additional information that you think would be helpful in our evaluation of your job application. This can include specialized training, seminars, workshops, accreditations, special achievements or valuable skills. You may attach an additional page if needed.

12. **Licenses Held:** (including drivers) or certifications to practice a trade or profession.

Type	License Number*	Granted by (licensing board)

\* drivers license # is not required.

13. **References:**

List the full name, address, phone number and email addresses of up to three persons that you'd like to use as a reference:

Full Name	Address	Phone Number	Email Address

14. **Miscellaneous Information (please review the specific job descriptions first):**

14a. **This position is for the swing shift:** 5:15 pm – Midnight, Thurs.-Sat. with **occasional** weekday swing shifts as a substitute for vacation times (usually with advance notice). Are you available to work this schedule? (circle one) Yes No

15. **Compliance** with the Immigration Reform and Control Act requires that you are you legally eligible for employment in the United  Yes  No.

Please note that under the Immigration Reform and Control Act of 1986, that you may be required to fill out a certification verifying that you are eligible to be employed and verifying your identity.

16. **Prior Convictions:**

16a. Have you ever been convicted of a criminal offense (felony or misdemeanor)?:  Yes  No

If yes, then please provide the following:

Describe the Offense (s), when and where convicted and disposition of the case :

**Note:** No applicant will be denied employment solely on the grounds of conviction of a criminal offense.

17. **Work Start Date:** When will you be available to start work?

\_\_\_ Month \_\_\_ Day \_\_\_\_\_ Year

18. **On a separate sheet of paper, please describe your interest in this position and in working with individuals who are homeless.**

**Note: this is a required part of the application.**

19. **Job Application Certification:**

I hereby certify that all entries on this job application and any attachments are true and complete. I also agree and understand that any falsification this information may result in my forfeiture of employment.

I understand that all information on this job application is subject to verification and I consent to criminal history and background checks. I also agree that you may contact references.

Dated \_\_\_\_\_ Job Applicant Signature \_\_\_\_\_

**Note:** A resume and/or reference letters may be attached to the completed application if desired. A resume may not be used in the place of the completed application. Applications that are not complete will not be considered. Applications must be received by email only by the deadline date and may not be delivered to the shelter, faxed or mailed. To email your application, you may save the application to your hard drive – complete and then include as an attached document. You may scan and include as an attachment in an email. Or you can cut and paste the application and include in the body of the email. Due to the high number of applications received, all complete applications will receive a response to indicate it's been received. *If a resume is sent without an application, no response will be provided. This job position will remain open until filled.* Thanks for your interest.

**Interfaith Sanctuary Housing Services – 1620 W. River Street, Boise ID 83702.**