



HEALING HANDS & HEARTS INC.  
1500 Lee St.  
Alexandria, LA 71301  
(318) 625-7050

### Application for Employment

We are an equal opportunity employer, dedicated to a policy of nondiscrimination in employment on the basis of race; color, national origin, religion, age, gender, or any status protected under applicable local, state, or federal nondiscrimination laws. It is our intention that all applicants be given equal opportunity and that selection decisions are based on job-related factors. No applicant will be rejected as a result of a disability that, with reasonable accommodation, does not prevent performance of the essential job duties.

Any person needing reasonable accommodations in the application process should contact the Human Resources Department.

### Personal Information:

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

Present Address: \_\_\_\_\_  
Street City State Zip

Mailing Address (If Different): \_\_\_\_\_  
Street City State Zip

Phone Number: \_\_\_\_\_ Message Phone Number: \_\_\_\_\_

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

Available Hours:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

### Employment Desired:

Position: \_\_\_\_\_ Start Date: \_\_\_\_\_ Salary Desired: \_\_\_\_\_

Have you ever been previously employed by Healing Hands & Hearts Inc.?  Yes  No

Where and When: \_\_\_\_\_

Are you presently employed?  Yes  No If so, may we contact your employer?  Yes  No

If you are hired, can you provide proof that you are authorized to work in the United States?

Yes  No



Have you ever been convicted of crime other than a minor traffic offense?  Yes  No

*A conviction in itself does not bar employment. Factors such as the nature and gravity of the crime, the length of time that has passed since the conviction and/or completion of any sentence, and the nature of the job for which you have applied will be considered.*

If yes, please list each conviction: \_\_\_\_\_  
 \_\_\_\_\_

**Education:**

Name and Location of School		# Years Completed	Did you Graduate?	Subjects, Degrees, Certificates and/or Licenses Received
High School			<input type="checkbox"/> Yes	
			<input type="checkbox"/> No	
College			<input type="checkbox"/> Yes	
			<input type="checkbox"/> No	
Graduate School			<input type="checkbox"/> Yes	
			<input type="checkbox"/> No	
Trade, Business or Correspondence School			<input type="checkbox"/> Yes	
			<input type="checkbox"/> No	

Subjects of special study or research work: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Please list any other skills or specific software you have experience using, which are job related: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Employment:**

*List below your previous employers, starting with the most recent one first. Include and explain any periods of unemployment that lasted more than one month.*

1. Company: \_\_\_\_\_ Supervisor's Name & Title: \_\_\_\_\_

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



Street City State Zip  
Phone Number: \_\_\_\_\_ Employed From: \_\_\_\_\_ To: \_\_\_\_\_  
Position Held: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
Final Pay Rate: \_\_\_\_\_

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2. Company: \_\_\_\_\_ Supervisor's Name & Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
Street City State Zip  
Phone Number: \_\_\_\_\_ Employed From: \_\_\_\_\_ To: \_\_\_\_\_  
Position Held: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
Final Pay Rate: \_\_\_\_\_

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3. Company: \_\_\_\_\_ Supervisor's Name & Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
Street City State Zip  
Phone Number: \_\_\_\_\_ Employed From: \_\_\_\_\_ To: \_\_\_\_\_  
Position Held: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
Final Pay Rate: \_\_\_\_\_

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4. Company: \_\_\_\_\_ Supervisor's Name & Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
Street City State Zip  
Phone Number: \_\_\_\_\_ Employed From: \_\_\_\_\_ To: \_\_\_\_\_  
Position Held: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
Final Pay Rate: \_\_\_\_\_

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5. Company: \_\_\_\_\_ Supervisor's Name & Title: \_\_\_\_\_  
Address: \_\_\_\_\_



Street

City

State

Zip

Phone Number: \_\_\_\_\_ Employed From: \_\_\_\_\_ To: \_\_\_\_\_

Position Held: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Final Pay Rate: \_\_\_\_\_

Are you able to perform essential functions of this job as described in the advertisement, announcement, job posting, or interview process with reasonable or no accommodation?

Yes  No

### **Additional Information:**

Please use the space below to list any additional employers, periods of time not worked, or any other information that you believe we should know in considering your application for employment \_\_\_\_\_

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### ***Please Read Carefully Then Check & Initial Each Of The Following Statements:***

(Initial: \_\_\_\_\_) If I am employed by Healing Hands & Hearts Inc. (3H), I will comply with all work-related requirements set forth by 3H.

(Initial: \_\_\_\_\_) I understand that unless expressly informed otherwise, if hired I will be an "At Will" employee and agree that the employment relationship can be terminated at any time, for any or no reason, with or without notice, by me or by 3H.

(Initial: \_\_\_\_\_) I understand that no manager or representative of 3H, except the CEO, will ever have any authority to create other than at-will employment or to enter into any employment contract and that all such contracts must be in writing and signed by the CEO and myself. I also understand that unless otherwise stated in an employment contract, 3H reserves the discretion to change, withdraw or interpret policies, including wages, hours, shifts or working conditions.

(Initial: \_\_\_\_\_) I agree that, if requested, I must pass a pre-employment physical exam and/or pre-employment drug screen and I understand that 3H reserves the right to test employees for drugs and/or alcohol if reasonable suspicion of use exists.

(Initial: \_\_\_\_\_) I authorize 3H to run a criminal or other background check. I understand that a criminal record will not necessarily disqualify me from employment.

(Initial: \_\_\_\_\_) I authorize 3H to conduct a thorough investigation of all statements contained herein or information provided during the application process, including all references listed, my employment record, education, and all other matters relating to my suitability for employment. I authorize the references I have listed to give 3H any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release from all liability or responsibility 3H, its agents, and all persons, companies or corporations providing information to 3H about me.



(Initial: \_\_\_\_\_) I certify that all answers to questions in this application and all additional information I may have submitted are true and complete to the best of my knowledge. I understand that giving false information, misrepresenting facts, and material omissions may be grounds for denial of employment or discharge, if hired.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**HIRING SUPERVISOR/ MANAGER:**

*Please complete the following information*

<b>START DATE</b>	<b>POSITION</b>	<b>PERCENTAGE</b>	<b>HOURLY WAGE or SALARY</b>
<b>Hiring Supervisor/Manager's Signature</b>			