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Bashor
CHILDREN'S HOME
P.O. Box 843 Goshen, IN 46527-0843

574-875-5117

APPLICATION FOR EMPLOYMENT

Bashor Children's Home is an equal opportunity employer. Applicants are considered for employment without regard to race, color, religion, sex, national origin, age, handicap, disability, citizenship status, or any other basis prohibited by law, unless such basis constitutes a *bona fide* occupational qualification. Bashor Children's Home will comply with its legal obligation to provide reasonable accommodation to qualified individuals with disabilities.

Date of Application _____

Name _____
First Last Middle

Address _____
Number Street City State Zip Code

Telephone () Cell Phone ()

Email _____

If you have lived in any other county/state in the past five (5) years, please list below (if more than 2, please list on an additional page)

Address _____
Number Street City State Zip Code

Address _____
Number Street City State Zip Code

Referred by: Bashor Employee _____ Internet Newspaper Website Job Fair

Position(s) Desired _____ Salary Expected _____

Are you available to work: Full Time Part Time Summer Days Nights Weekends

List any days and times you are not available to work _____

For those applicants who are applying for a direct care position, please click [here](#) to view Bashor's Shift Preference Form.

Have you filed an application here before? Yes No If yes, give date(s) _____

Have you been employed here before? Yes No If yes, give date(s) _____

Are you a U.S. Citizen or an alien legally entitled to work in the position(s) for which you have applied? Yes No

Are you 21 years of age or older? Yes No

Have you ever been convicted of a crime that has not been expunged by a court? Yes No

If yes, please explain your answer and provide full details.

(A "yes" answer will not automatically disqualify you from employment. We will consider the nature and date of the offense and the job for which you are applying for job-related purposes only, and only to the extent permitted by applicable law).

Employment Record (List the most recent first)

_____ Employer	() Telephone	Dates Employed From To	Type of Work
_____ Address		Earnings Beginning Ending	Reason for Leaving
_____ Job Title			
_____ Immediate Supervisor and Title		_____ Supervisor Email	
May we Contact for Reference? Yes No If no, please state the reason			

_____ Employer	() Telephone	Dates Employed From To	Type of Work
_____ Address		Earnings Beginning Ending	Reason for Leaving
_____ Job Title			
_____ Immediate Supervisor and Title		_____ Supervisor Email	
May we Contact for Reference? Yes No If no, please state the reason			

_____ Employer	() Telephone	Dates Employed From To	Type of Work
_____ Address		Earnings Beginning Ending	Reason for Leaving
_____ Job Title			
_____ Immediate Supervisor and Title		_____ Supervisor Email	
May we Contact for Reference? Yes No If no, please state the reason			

_____ Employer	() Telephone	Dates Employed From To	Type of Work
_____ Address		Earnings Beginning Ending	Reason for Leaving
_____ Job Title			
_____ Immediate Supervisor and Title		_____ Supervisor Email	
May we Contact for Reference? Yes No If no, please state the reason			

Comments including explanation of any periods of time in which you were not employed

Educational Background

List high school/college educational institutions attended and/or currently attending.

Type of School	Name of School	Number of Semesters Completed	Graduated	Degree(s)/Diploma(s) Earned Major	Major Field of Study
High School			Yes No		
College or University			Yes No		
			Yes No		
Technical or Vocational			Yes No		

Personal References

Please list three individuals who are not related to you and are not previous employers.

Name	Address	Years Acquainted	Phone and Email Contact Information
			Phone:
			Email:
			Phone:
			Email:
			Phone:
			Email:

Have you worked under a different name? Yes No If yes, what was the name?

Have you been discharged or asked to resign from any position? Yes No If yes, please state the employer and the dates of employment?

APPLICANT'S STATEMENT

(Please indicate with **YOUR INITIALS** that you have read and understand each paragraph of the Applicant's Statement.)

_____ I certify that this application was completed by me and that all entries on it and all information in it are true and complete to the best of my knowledge. In the event of employment, I understand that false, misleading, or omitted information in my application may result in discharge.

_____ I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. In making this application for employment, I understand that an investigation may be made and information may be obtained through interviews with the personal references and past employers listed. This inquiry may include information as to my performance and workplace conduct. I consent to this investigation and to the consideration of any statements of references or former employers that are given in response to the inquiry.

_____ I hereby release all parties, including but not limited to Bashor Children's Home, personal references, and previous employers, from any and all liability for any injury or damage that may result from their furnishing information to Bashor Children's Home concerning me or any action Bashor Children's Home takes on the basis of such information.

_____ I understand that if I am offered a job as a condition of beginning my employment and any time thereafter as Bashor Children's Home deems necessary, I will be required to undergo a pre-employment physical examination, drug screen, national criminal history check which includes, but is not limited to, fingerprinting and child protective services history. I hereby authorize any doctor, hospital, clinic, laboratory or other medical facility to furnish any medical information with reference to me as may be necessary in conjunction with the physical examination and related considerations.

_____ I understand that, according to federal law, all individuals who are hired must, as a condition of employment, produce certain documentation to verify their identity and United States citizen status, or, if aliens, their legal authorization to work in the United States. As a consequence, I understand that any offer of employment to me by Bashor Children's Home is contingent upon my ability to produce the required documentation within the time period required by law.

_____ I understand that this application is not, and is not intended to be, a contract of employment and that any resulting employment relationship is for no fixed period of time and is terminable at any time and for any reason by Bashor Children's Home, or by me. I further understand that statements which may be contained in policies, practices, handbooks, or other Bashor Children's Home material do not create any guarantee of employment and that Bashor Children's Home has the right to modify, amend, or terminate policies, practices, benefit plans, or other programs within the limits and requirements by law. I understand that no representative of Bashor Children's Home, other than an officer, has the authority to enter into any agreement for any specific period of time or to make any agreement contrary to the foregoing and that such agreement must be in writing to be binding on Bashor Children's Home.

To all applicants, please read the Applicant Letter, before submitting your application. The Applicant letter can be found [here](#).

Date: _____ Signature of Applicant: _____

THIS APPLICATION WILL NOT BE CONSIDERED ACTIVE AFTER SIX MONTHS

BASHOR CHILDREN'S HOME MISSION STATEMENT

Faithful to God and keeping with the United Methodist tradition, Bashor Children's Home is to provide "Help for Today and Hope for Tomorrow" to troubled children and their families

Bashor Children's Home - An Equal Opportunity Employer

Bashor ensures equal employment opportunities regardless of race, creed, gender, color, national origin, religion, age, sexual orientation, disability or veteran status (armed forces, member of the Indiana National Guard or a member of a reserve component.)

Any individual needing assistance in completing an application for any opening should contact Human Resources at 574.875.5117.