

Employment Application

Employment application for full or part time employment with Cornerstone

The Cornerstone Shelter is seeking part-time and on-call shelter aides. This is an entry level professional position designed to assist and help manage the operation of 3 shelters which serve individuals 18 years and older and/or families. This position supports individuals from all backgrounds and with a variety of challenges. The essential job duties include but are not limited to:

- Answering phones and taking messages while maintaining guest confidentiality
- Conducting interviews with potential guest seeking accommodations
- Assisting guests in completing necessary paperwork to meet their need for services
- Coordinating guests in the facility to complete cleaning and chore assignments
- Maintaining daily logbooks
- Maintaining a safe environment for guests and staff

All candidates will be expected to be committed to the mission and vision of the Cornerstone Shelter. Maintain open communication with all staff, work as a member of the team in the performance of duties and consistently maintain a positive attitude. Interested candidates can apply online here:

Cornerstone Homeless Shelter Employment Application

Note: The policy of the Cornerstone Shelter is to provide equal employment opportunities to all applicants without regard to race, color, religion, sex, sexual orientation, age, national origin, disability and/or veteran status

1. **Date** (Date Format: MM slash DD slash YYYY _____)

2. **Name**

First _____ Last _____

3. **Are you at least 18 years old?***

Yes _____

No _____

4, **Email** _____

5. **Address**

Street Address _____

Address Line 2 _____

City _____ **State** _____ **ZIP Code** _____

6. **Phone** _____

7. **Position Applying for:**

8. **Citizenship***

Only U.S. Citizens or aliens who have a legal right to work in the U.S. are eligible for employment. Can you, upon employment, provide genuine documentation establishing your identity and eligibility to be legally employed in the U.S.? *

Yes _____

No _____

9. Are you willing to work overtime, if asked?*

Yes _____

No _____

10. Have you ever applied to work at Cornerstone Foundation?*

Yes _____

No _____

11. Have you ever been convicted of a criminal offense other than a minor traffic violation?*

Yes _____

No _____

12. Education

Name of High School _____

Years Completed _____

Did You Graduate?

Yes _____

No _____

Name of College _____

Years Completed _____

Did you graduate?

Yes _____

No _____

Area of Study / Degree Earned _____

13. Prior Employment - List your last 3 employers starting with the most recent

Name and Address

Dates Employed _____

Employer Phone Number _____

Position and Duties _____

Reason for Leaving _____

Salary / hourly wage _____

Name and Address

Dates Employed _____

Employer Phone Number _____

Position and Duties _____

Reason for Leaving _____

Salary / hourly wage _____

Name and Address

Dates Employed _____

Employer Phone Number _____

Position and Duties _____

Reason for Leaving _____

Salary / hourly wage _____

PLEASE READ CAREFULLY BEFORE SUBMITTING:

I certify the facts set forth in this application for employment are true and complete. I understand that, if employed, any erroneous, false or misleading statements about or omissions of requested information on this application or otherwise provided during the pre-employment process shall result in my dismissal. I authorize Cornerstone Foundation to verify all statements contained in this application, to make any and all necessary reference checks, background checks, (including internet sites) and/or driving record checks and to contact any or all of my prior and current employers. I authorize the references and employers listed previously to give Cornerstone Foundation any and all information concerning my previous and current employment and any pertinent information they may have, personally or otherwise, and I release all persons, employers, and Cornerstone Foundation from liability for any damage or injury that may result from furnishing such information to Cornerstone Foundation. If employed, I agree to conform to all policies, rules and procedures of Cornerstone Foundation and/or affiliates. I recognize that employment at Cornerstone Foundation is at-will, and if employed such employment can be terminated by Cornerstone Foundation or me at any time for any or no reason. I fully understand that, unless otherwise expressly agreed to in writing, signed by a duly authorized official of Cornerstone Foundation, my employment at Cornerstone Foundation is at will.

- **By submitting this application, I attest that I fully understand and accept all terms and conditions of the preceding statement**

Signed _____

Date _____