



## ReStart Employment Application

Please fill out this application to the best of your knowledge. If certain sections, like previous employment, do not apply to you, please leave them blank. Leaving portions blank will not affect your chances of employment. We do not judge your past; please be honest.

### Applicant Information

Full Name: \_\_\_\_\_  
*Last First M.I.*

Phone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Are you a citizen of the United States? YES ☐ NO ☐ If no, are you authorized to work in the U.S.? YES ☐ NO ☐

Have you ever been convicted of a felony? YES ☐ NO ☐

If yes, explain: \_\_\_\_\_

### Education

Please indicate your highest level of education:

Some High School ☐ Graduated High School ☐ Studying for GED ☐ Received GED ☐

Some College ☐ Two-year Degree ☐ Four-year Degree ☐ Graduate-level Degree ☐

### Previous Employment

If you have previous employment experience, please let us know about your two most recent jobs:

#1 Company: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Starting date: \_\_\_\_\_ End date: \_\_\_\_\_

Job Title: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

#2 Company: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Starting date: \_\_\_\_\_ End date: \_\_\_\_\_

Job Title: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

\_\_\_\_\_

### Skills Assessment

Please indicate how familiar you are with each of these skills. *Previous experience in any area is not required.*

#### Following direction/learning new tasks:

No experience	A little experience	Some experience	A lot of experience	Very experienced
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

#### Time management/organization:

No experience	A little experience	Some experience	A lot of experience	Very experienced
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

#### Asking questions/seeking clarification:

No experience	A little experience	Some experience	A lot of experience	Very experienced
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

#### Typing:

No experience	A little experience	Some experience	A lot of experience	Very experienced
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

#### Using the Internet:

No experience	A little experience	Some experience	A lot of experience	Very experienced
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Sponsoring Organization Information

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_  
*Street Address*

\_\_\_\_\_  
*City State Zip Code*

If you currently stay at an address that differs from the organization's main address, please provide it below:

\_\_\_\_\_  
*Street Address*

\_\_\_\_\_  
*City State Zip Code*

Case Manager: \_\_\_\_\_

Phone:   (    )   \_\_\_\_\_ Email: \_\_\_\_\_

## Additional Questions

Please answer these additional questions to the best of your ability.

1. Why are you interested in working in the ReStart Program (be as specific as possible)?

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2. The ReStart program is designed for homeless single parents who are the main support for their children. Is this your situation now? Please explain as much as you feel comfortable sharing.

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3. Orphans Treasure Box is a Christian organization. Faith is not required to be employed in the ReStart program, but we do ask that you respect our beliefs in your interactions with staff and customers. Would you be able to do this if employed here? Please explain.

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4. ReStart is typically a one year program, designed to help employees take the next steps to becoming independent. What are your long-term career goals? What do you see yourself doing in the next 5 years?

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## Disclaimer and Signature

*I certify that my answers are true and complete to the best of my knowledge.*

*If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release. We wish to know ReStart employees' backgrounds in order to know how to best make this program successful for each individual.*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_