

## The Haven of Transylvania County

### Employment Application: 3rd Shift Shelter Assistant

#### Applicant Information

Full Name: \_\_\_\_\_

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

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

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

\_\_\_\_\_

Are you legally eligible to work in the U.S.?  Yes  No

Do you have a valid driver's license?  Yes  No

#### Position Information

Position Applying For: 3rd Shift Shelter Assistant

Available Start Date: \_\_\_\_\_

Preferred Work Schedule: \_\_\_\_\_

Have you ever worked or volunteered with a shelter or human services agency before?

Yes  No

If yes, please describe:

\_\_\_\_\_

\_\_\_\_\_

#### Relevant Work Experience

(List most recent first.)

**Employer 1:** \_\_\_\_\_

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

Dates of Employment: \_\_\_\_\_

Supervisor Name & Contact: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**Employer 2:** \_\_\_\_\_

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

Dates of Employment: \_\_\_\_\_

Supervisor Name & Contact: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**Employer 3:** \_\_\_\_\_

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

Dates of Employment: \_\_\_\_\_

Supervisor Name & Contact: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**Education and Training**

High School: \_\_\_\_\_ Year Graduated: \_\_\_\_\_

College/Other: \_\_\_\_\_ Degree/Certs: \_\_\_\_\_

**Special Skills or Certifications**

(e.g., CPR, First Aid, Trauma-Informed Care, De-escalation, etc.)

\_\_\_\_\_

**Why are you interested in working the 3rd shift at a homeless shelter?**

\_\_\_\_\_

\_\_\_\_\_

**References (Professional or Personal, No Relatives)**

1. Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

2. Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

**Disclaimer and Signature**

I certify that the information provided is true and complete to the best of my knowledge. I authorize The Haven to contact my references and previous employers.

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

\*\* Attach resume \*\*