

Heritage Foundation, Inc.  
 P.O. BOX 2966  
 Thomasville, GA 31799  
 An Equal Opportunity Employer

Application  
 For  
 Employment

NOTICE TO APPLICANTS: FEDERAL AND STATE LAW REQUIRES THAT ALL APPLICATIONS BE CONSIDERED WITHOUT REGARDS TO RACE, RELIGION, COLOR, SEX, AGE OR NATIONAL ORIGIN. WE BELIEVE AND FULLY SUPPORT THE PRINCIPLE OF EQUAL EMPLOYMENT OPPORTUNITY AND WILL FULFILL OUR OBLIGATION TO THE FULLEST.			
Last Name:	First Name:	Middle Init.	SS#:
Present Address:			
Mailing Address:			
Telephone Number:			
Email Address:			
Emergency Contact Person:			
Last Name:		First Name:	
Address:		Telephone Number:	

**Employment Eligibility:**

Are you a United State Citizen?      Yes      No

Have you been employed with the Heritage Foundation, Inc. previously?      Yes      No

Are you 18 years of age or older?      Yes      No

Do you have any physical limitations preventing you from doing certain types of work?      Yes      No

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

**Types of Work Applied For:**

Position Applied For:	SITE	SPECIFIC JOB TITLE SOUGHT
<input type="radio"/> Full time	<input type="radio"/> Maya's House	
<input type="radio"/> Part time	<input type="radio"/> Sycamore Centre	
<input type="radio"/> PRN	<input type="radio"/> Ayanna's Place	
<input type="radio"/> Contract	<input type="radio"/> House of Focus	
	<input type="radio"/> Y.E.S.	

**EDUCATION**

High School Graduate or Equivalent (GED)?

- YES
- NO

Vocational/ Business School	Number of Months	Field of Study	Completed: Yes No Date:
College/University	City and State	Type of Degree	Date Degree Completed

**GEORGIA LICENSES AND CERTIFICATIONS:**

Current Valid Driver's License: <input type="radio"/> Yes <input type="radio"/> No	License/Certificate #:	Expiration Date:
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Other Professional License/Certificate: <input type="radio"/> Yes <input type="radio"/> No	
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**WORK RELATED SKILLS:**

**WORK HISTORY:** Describe your history for the past ten (10) years beginning with your current or most recent job. Include military and volunteer experience. If you worked for the same employer, but held different jobs, describe each separately. Describe in detail the specific duties beginning with your primary duties.

Current or Last Employer:	Your job title:		
Address:	From:	To:	
City:	State:	Zip:	Annual Salary:
Your supervisor's Name, Title & Phone #:			
Reason for leaving:			
Describe in detail your job duties:			

Current or Last Employer:	Your job title:		
Address:	From:	To:	
City:	State:	Zip:	Annual Salary:
Your supervisor's Name, Title & Phone #:			
Reason for leaving:			
Describe in detail your job duties:			

Current or Last Employer:	Your job title:		
Address:	From:	To:	
City:	State:	Zip:	Annual Salary:
Your supervisor's Name, Title & Phone #:			
Reason for leaving:			
Describe in detail your job duties:			

Current or Last Employer:	Your job title:		
Address:	From:	To:	
City:	State:	Zip:	Annual Salary:
Your supervisor's Name, Title & Phone #:			
Reason for leaving:			
Describe in detail your job duties:			

Current or Last Employer:		Your job title:	
Address:		From:	To:
City:	State:	Zip:	Annual Salary:
Your supervisor's Name, Title & Phone #:			
Reason for leaving:			
Describe in detail your job duties:			
Current or Last Employer:		Your job title:	
Address:		From:	To:
City:	State:	Zip:	Annual Salary:
Your supervisor's Name, Title & Phone #:			
Reason for leaving:			
Describe in detail your job duties:			
Current or Last Employer:		Your job title:	
Address:		From:	To:
City:	State:	Zip:	Annual Salary:
Your supervisor's Name, Title & Phone #:			
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Describe in detail your job duties:			
Current or Last Employer:		Your job title:	
Address:		From:	To:
City:	State:	Zip:	Annual Salary:
Your supervisor's Name, Title & Phone #:			
Reason for leaving:			
Describe in detail your job duties:			
Current or Last Employer:		Your job title:	
Address:		From:	To:
City:	State:	Zip:	Annual Salary:
Your supervisor's Name, Title & Phone #:			
Reason for leaving:			
Describe in detail your job duties:			

<b>MILITARY STATUS:</b>	
<input type="radio"/> Active	Branch:
<input type="radio"/> Non-active	Rank:
	Duties:

How you heard about the job:

- Walk-in
- Newspaper
- Referred by Heritage Foundation, Inc. Employee(s)

Name of employee(s): \_\_\_\_\_  
 \_\_\_\_\_

- Other

**OFFICE USE ONLY:**

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

Date of Hire: \_\_\_\_\_

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

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

**CERTIFICATION: Read carefully before signing and dating.**

I certify that all information on this application is correct. I authorize any agent or employee of the Heritage Foundation, Inc. to verify this information. I understand that intentionally providing false information on this form or attachments is a violation of state law.

I certify that the information provided by me on this application for employment is true and complete to the best of my knowledge. I understand that if I am employed, any false statements will be considered as cause for possible dismissal. You are hereby authorized to conduct any investigation of my personal history and/or credit and financial records employing investigative or credit agencies or bureaus of your choice subject to the provisions of the Fair Credit Reporting Act.

I certify that I never have been shown by credible evidence (such as a decision of a court or jury, or a department investigation or other reliable evidence) to have abused, neglected, sexually exploited, or deprived a child or adult or to have subjected any person to serious injury as a result of intentional or grossly serious injury as a result of intentional or grossly negligent misconduct as evidenced by an oral or written statement to this effect obtained at the time of application.

Signature of Applicant

Date