



781 Avis Dr Ste 200  
Ann Arbor MI 48108

## APPLICATION FOR EMPLOYMENT

Hands Across The Water promotes equal opportunity for all employees and applicants. In doing so, we comply with local, state, and federal laws and regulations to ensure an equal employment opportunity for everyone. Hands Across The Water does not discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of **race, ethnicity, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, height, weight, familial/marital status, disability, military service obligation, veteran status or any other basis protected by federal, state or local laws**. Our policies and personnel practices are intended to ensure that all of us are treated equally with regard to recruiting, hiring, and advancement, and our decisions on employment are made to further the principle of equal employment opportunities for employees.

NAME: \_\_\_\_\_

POSITION: \_\_\_\_\_

DATE: \_\_\_\_\_

## HANDS ACROSS THE WATER APPLICATION PROCEDURE

You only need to fill out one application. If interested in more than one position, if available, list all positions on the front of application in area noted.

**Application:** All information must be completed on the application in order to be considered for an interview. A resume may be included with your application but will not be processed alone. DO NOT WRITE "SEE RESUME" INSTEAD OF COMPLETING THE APPLICATION.

**References:** Hands Across The Water will contact references.

## Personal

Last Name	First Name	Middle	Application Date
Street Address			City, State, Zip
Mobile Phone	Home Phone		E-Mail Address
Have you applied for employment with HATW prior to today?    Y / N			
If yes, what month & year?			

How did you learn of our organization?			
Do you have reliable transportation available or use during the course of employment?                      Y / N			
What hours are you available to work? (check all that apply)			
<input type="checkbox"/> Days	<input type="checkbox"/> Afternoons	<input type="checkbox"/> Midnights	<input type="checkbox"/> Weekends
Are you seeking a:			
<input type="checkbox"/> Full Time		<input type="checkbox"/> Part Time	

## Education

Name & Location	Course of Study	Years Completed	Graduation Date	Degree/Diploma
Graduate School				
College				
High School				
GED Granted?				

## Military

Branch of Service	Type of Discharge
Period of Active Duty (Month & Year)	Describe your duties and special training

## Employment

Company Name	Telephone
Address	Duration of Employment (Month & Year)
Email	From To
Supervisor Name	May we Contact?
Email:	
Title/Position	Salary
Describe Responsibilities	Reason for Leaving

Company Name	Telephone
Address	Duration of Employment (Month & Year)
	From To
Supervisor Name	May we Contact?
Email:	
Title/Position	Salary
Describe Responsibilities	Reason for Leaving

## Employment Cont'd

Company Name	Telephone
Address	Duration of Employment (Month & Year)  From                      To
Supervisor Name  Email:	May we Contact?
Title/Position	Salary
Describe Responsibilities	Reason for Leaving

## Activities

List membership in professional or civic activities (exclude those which may disclose race, religion, sex, or orientation)

## Professional References

Name	Years Known
Company / Business	From: To:
Address, Telephone & Email	Relationship to You

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Name	Years Known
Company / Business	From: To:
Address, Telephone & Email	Relationship to You

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Name	Years Known
Company / Business	From: To:
Address, Telephone & Email	Relationship to You

*The following information is requested for a legally permissible reason i.e. legitimate occupational qualification or business necessity. Response will not necessarily disqualify applicants from employment.*

Have you ever been convicted of any crime, felony, or misdemeanor which has not been annulled, expunged, or sealed by a court? <b>A Criminal Conviction Record Check will be required upon employment.</b>		
	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If Yes, please describe in full:		
<hr/>		
Do you currently have a valid driver's license?		
	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are there any current restrictions or moving violations from the past five years?		
<b>A Driver's Record Check may be required upon employment.</b>		
	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If Yes, please explain:		
<hr/>		
Are you prevented from lawfully becoming employed in this country because of Visa or immigration status? <b>Proof of citizenship or immigration status will be required upon employment.</b>		
	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If Yes, please explain:		
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## Applicant Statement

I certify that answers given herein are true and complete. I authorize investigation of all statements contained in this employment application.

I understand that this application is only for information as may be necessary in arriving at an employment decision. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge.

I understand that if I am employed, such employment is for no definite period of time and my employment and compensation can be terminated, with or without cause, and with or without notice at any time. I further understand that no representative of Hands Across the Water, other than the Board of Directors, has authority to enter into any agreement for employment for any specific period of time.

I understand that it is my responsibility to notify Hands Across the Water in writing, within 182 days of discovery, of the need for accommodation in job duties as stated in the Michigan Handicappers Civil Rights Act.

I understand that I am required to abide by all rules and regulations of Hands Across the Water.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Additional Comments from Applicant: