



Employee Application Process

To apply for a position at Doors to Freedom, please submit a completed Employee Application along with your cover letter, resume, and references.

Cover Letter: This should include why you would like to work for Doors to Freedom and why you decided to apply for the particular position you are applying for.

Email To: info@doorstofreedom.com

Mail To: 1605 Central Avenue, Suite 6, #315, Summerville, SC 29483



DOORS TO FREEDOM

Employee Application

The purpose of this application is to help Doors to Freedom provide a safe and secure environment for the residents under our care, as well as to place employees in positions they are best suited for by virtue of their giftings, experience, and life history.

Name: _____
 First Middle Last

Address: _____
 Address City State Zip Code

Telephone Number: _____
 Home Phone Cell Phone Work Phone

Email: _____

Date of Birth: _____ **Last 4 digits of Social Security Number:** _____

Driver's License Number: _____ **State:** _____

Occupation: _____

How did you hear about Doors to Freedom? _____

Title of the position you are applying for: _____

Are you authorized to work in the United States? _____ Yes _____ No

Please indicate the date you would be available to begin: _____



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Education: Please list the highest level of education attained, year of graduation, and major/minor.

Special Skills: List any special skills relevant to the position you are applying for.

Foreign Language: What other languages do you speak? On what level? (fluent, conversational, beginner)

1. _____
2. _____
3. _____
4. _____

WORK EXPERIENCE:

1.	_____	_____	_____
	Employer/Company	Your position in the company	Dates
	_____		_____
	Company Address	Telephone Number	
2.	_____	_____	_____
	Employer/Company	Your position in the company	Dates
	_____		_____
	Company Address	Telephone Number	
3.	_____	_____	_____
	Employer/Company	Your position in the company	Dates
	_____		_____
	Company Address	Telephone Number	



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Have you ever been involuntarily terminated from a job? _____ Yes _____ No

If YES, please explain: _____

Have you used any illegal drugs within the last 6 months? _____ Yes _____ No

If YES, please explain: _____

Have you ever been convicted of a violent crime (to include but not limited to sexual crimes) within the last 10 years? _____ Yes _____ No

If YES, please explain: _____

SOCIAL HISTORY: (OPTIONAL)

Have you ever been a victim of a violent crime, physical abuse, sexual abuse, or childhood neglect?
_____ Yes _____ No

(Answering yes, or leaving the question unanswered, **will not** automatically disqualify an applicant for employment. Because abuse can leave long-lasting scars and in some cases seriously impair one's ability to work with children, we feel this is an important question.)

REFERENCES: Please list three references who are not related to you, to include a former employer or professor/teacher. (Note: Doors to Freedom may move forward with reference checks after the interview.)

1. _____
Name Relationship How long have you known them?

Email Address Phone number

2. _____
Name Relationship How long have you known them?

Email Address Phone number

3. _____
Name Relationship How long have you known them?

Email Address Phone number



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APPLICANT'S STATEMENT

The information contained in this application is correct to the best of my knowledge. I authorize any references listed in this application to give you any information (including opinions) they may have regarding my character and fitness for working with Doors to Freedom. I, hereby, release and agree to hold harmless from liability any person or organization that provides information. I also agree to hold harmless Doors to Freedom from any and all liability with respect to the use and or disclosure of information gathered as part of this background check. **I understand that any position or offer of a position is dependent upon results of a background check.** I further understand that I have no right to a position and that my position may be terminated immediately without cause and without notice at the sole discretion of Doors to Freedom.

I, as an applicant for Doors to Freedom, understand and consent to the use of my name, date of birth, and social security number to be submitted to the appropriate law enforcement agency for a background check, pursuant to Doors to Freedom policies.

Should my application be accepted, I agree to be bound by the bylaws and policies of Doors to Freedom.

I further state that I HAVE CAREFULLY READ THE FOREGOING RELEASE AND KNOW THE CONTENTS THEREOF, AND I SIGN THIS RELEASE AS MY OWN FREE ACT. This is a legally binding agreement, which I have read and understand.

Signature

Print Name

Date

DO NOT WRITE BELOW THIS LINE

=====

DATE OF APPROVAL: _____

Signature of Staff Member: _____

POSITION HIRED FOR: _____

START DATE: _____