



**Baraga County Shelter
Home, Inc.**
PO Box 10
L'Anse MI 49946

Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Position Applied for: _____

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 worked for this company? YES NO If yes, when? _____

Have you ever been convicted of a felony? YES NO

If yes, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Previous Employment

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

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.

Signature: _____ Date: _____

Consent to Submit to Required Pre-Employment Background Checks

Screening Process:

Prior to involvement with any program within the Baraga County Shelter Home, Inc., employees, prospective employees, and volunteers are screened using at least the following tools:

1. At least one interview
2. An application and/or resume.
3. A Domestic Violence Quiz taken pre-hire
4. Three reference checks
5. Criminal History Check done through IChat
6. Child Protective Services Clearance through the Department of Health and Human Services.
7. Check of necessary credentials, transcripts, licenses, accreditations, etc. as appropriate for positions.
8. Obtaining appropriate documentation (as listed in each employee/volunteer file).
9. Approval by Executive Director
10. State and National Sex Offender Registry Clearance
11. Employment eligibility through E-Verify

Employee/Volunteer Screening Policy:

Background check findings shall be reviewed in a fair, impartial and confidential manner. Because Baraga County Shelter Home's priority is the safety of program participants, certain actions and convictions for certain crimes serve to automatically disqualify applicants for employment or volunteer service with Baraga County Shelter Home.

A person will be ineligible for employment or volunteer service if the person:

- 1) Refuses to consent to a criminal background check,
- 2) Makes a false statement in connection with the criminal background check,

- 3) Is registered, or required to be registered on any sex offender registry,
- 4) Has been convicted of a felony,
- 5) Or has been convicted within the last 5 years of a misdemeanor involving:
 - a. Physical assault or battery,
 - b. Drugs or controlled substances, or
 - c. Cruelty to animals.

With respect to convictions of crimes not listed above, any applicant with such a conviction shall be evaluated on an individual basis to determine whether they should be excluded from consideration based on the conviction. In doing so Baraga County Shelter Home, Inc. shall consider the following factors:

- 1) The nature and gravity of the offense;
- 2) The time that has passed since the offense or completion of sentence;
- 3) The nature of the job sought or held;
- 4) The facts and circumstances surrounding the offense or conduct
- 5) The number of offenses for which the individual was convicted;
- 6) The age of the individual at the time of the conviction or release;
- 7) Evidence that the individual performed the same type of work, post-conviction, with the same or a different employer with no known incidents of criminal conduct;
- 8) The length and consistency of employment history before and after the offense or conduct;
- 9) Rehabilitation efforts, e.g. education and/or training;
- 10) Employment or character references; and
- 11) Any other information regarding fitness for the particular position

Baraga County Shelter Home, Inc. will alert the applicant to the possibility of their exclusion due to past criminal conduct and provide the applicant the opportunity to submit an explanation. All personal data, background check data, and adverse action letters shall be treated as confidential and maintained in a secure location.

I consent to allow the Baraga County Shelter Home, Inc. Executive Director or designee perform the above mentioned background checks utilizing the information I have provided to the agency. I hereby certify that the information I have provided to the agency is true to the best of my knowledge. I acknowledge that all information will be treated as confidential information. I understand that my potential employment or volunteer service is pending until the completion of this process.

Signature

Date

Executive Director or BOD President

Date