

ServabilityCorps Application

51250 Hollyhock Road, South Bend, IN 46637 ◦ 574.217.7860 ◦ www.hannahandfriends.org

We appreciate your interest in the ServabilityCorps and thank you taking the time to complete this application in its entirety. Please print clearly.

PERSONAL		Date:
Last Name:	First Name:	Middle Name:
For checking prior records, provide other names under which you have worked or attended school:		
Social Security #:	Date of Birth (Month/Day/Year):	
CURRENT ADDRESS: <i>All information will be sent to this address unless you notify us of a change</i>		
Street Address:	City, State:	Zip:
Home Phone:	Work Phone:	
Cell Phone:	Email:	
Are you moving within the next six months? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when*? *Please notify us of new address at time of move		
Term of Service desired: <input type="checkbox"/> Half Time (900 hrs) <input type="checkbox"/> Reduced Half Time (675 hrs) <input type="checkbox"/> Quarter Time (450 hrs) <input type="checkbox"/> Min. Time (300 hrs)		
Earliest date you are available to begin service:	Best time to contact you:	
How were you referred? (Newspaper, employee, website, job posting, other):		
AmeriCorps members must be a United States citizen, U.S. national or lawful permanent resident. Are you a United States citizen, national or lawful permanent resident? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Please select certifications you currently hold: <input type="checkbox"/> CPR (Expires: _____) <input type="checkbox"/> First Aid (Expires: _____) <input type="checkbox"/> Other:		
Have you had experience working with individuals with developmental disabilities? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain:		



EDUCATION

Check the highest level of education that you will have completed by the time you are planning to serve in AmeriCorps (Check only one)

- Some high school Associate's degree Graduate degree
 High school diploma or GED Some college Other (please specify):
 Technical school/Apprenticeship Bachelor's degree

High School:	Course of Study:	# of years completed: 1 2 3 4	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No
Address (include city, state & zip):			List Diploma or Degree
College:	Course of Study:	# of years completed: 1 2 3 4	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No
Address (include city, state & zip):			List Diploma or Degree
Other:	Course of Study:	# of years completed: 1 2 3 4	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No
Address (include city, state & zip):			List Diploma or Degree

REFERENCES

Please list three professional references

Name:	Relationship:		
Company:	Phone:	Email:	
Address:			
Name:	Relationship:		
Company:	Phone:	Email:	
Address:			
Name:	Relationship:		
Company:	Phone:	Email:	
Address:			



EMPLOYMENT HISTORY

Please list past and present employment beginning with your most recent job.

Name & Address of Company:		Phone:	
Dates employed (mm/yy): From:	To:	Starting Salary: \$	Ending Salary: \$
Reasons for leaving:			
Describe your job duties:			
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		Supervisor:	
Name & Address of Company:		Phone:	
Dates employed (mm/yy): From:	To:	Starting Salary: \$	Ending Salary: \$
Reasons for leaving:			
Describe your job duties:			
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		Supervisor:	
Name & Address of Company:		Phone:	
Dates employed (mm/yy): From:	To:	Starting Salary: \$	Ending Salary: \$
Reasons for leaving:			
Describe your job duties:			
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		Supervisor:	
Name & Address of Company:		Phone:	
Dates employed (mm/yy): From:	To:	Starting Salary: \$	Ending Salary: \$
Reasons for leaving:			
Describe your job duties:			
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		Supervisor:	



CRIMINAL HISTORY

The AmeriCorps application process requires a criminal history check to ensure that community members with whom we work are protected, particularly children, individuals with disabilities, and individuals over 60 years old. We will investigate for past sexual offenses and violent crimes, or crimes that would have a direct bearing on your service.

This background check will entail our search of the National Sex Offenders Registry and an FBI criminal history check, which will require you being fingerprinted at Pre-Serve Orientation.

You will not be permitted to serve or work with children, individuals with disabilities, or individuals over 60 years of age, without supervision until the history check is complete and you are cleared. The review process is not lengthy, and normally is completed within weeks.

Answer the following questions fully. Existence of a criminal conviction or juvenile adjunction may or may not, depending on the circumstances, disqualify you from considerations. However, any intentional misrepresentation or omission will disqualify you. Do not include minor traffic violations.

I allow Hannah and Friends to complete an NSOPR check and criminal background check

Have you ever been convicted as an adult, or adjudicated as a juvenile offender, of any criminal offense by either a civilian or military court, other than minor traffic violations? Yes No

Are you currently facing charges for any offense or on probation or parole? Yes No

If you answered "yes" to any of the questions above, please provide the following information:

Date (Month/Day/Year):		Place(City, State):	
Charge:		Action Taken:	
Court, Probation, or Parole Officer:		Phone:	
Street Address:	City, State	Zip	

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
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ServabilityCorps is available to all, without regard to race, color, national origin, disability, age, sex, political affiliation, or, in most instances, religion.

