



2028 E. Broad Ripple Ave.
Indianapolis, IN 46220
(317) 254-0828

1615 E. Castle Avenue
Indianapolis, IN 46227
(317) 737-2515
www.joyshouse.org

Employment Application

Joy's House is an equal-opportunity employer. Please PRINT legibly in blue or black in. If available, please attach your cover letter, resume, and list of references.

Applicant Information

Name: _____
Primary Phone Number: _____
Email: _____
Address: _____
City: _____
State: _____
Zip: _____

Date: _____
Position Applied For: _____
How did you hear about the position: _____

Available Start Date: _____

Type of Employment desired: _____ Full Time _____ Part Time

How many hours would you like to work per week? _____

Which house are you available to work at? _____ BR _____ UINDY

Applicant Availability

Please fill in the hours you have available to work.

	Mon	Tues	Wed	Thurs	Fri
7:00am					
8:00am					
9:00am					
10:00am					
11:00am					
12:00pm					
1:00pm					
2:00pm					
3:00pm					
4:00pm					
5:00pm					
6:00pm					

References

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

Previous Experience

Job Title: _____ Start Date: _____ End Date: _____ Starting Salary: _____ Ending Salary: _____ Job Responsibilities: _____ _____ Reason for leaving: _____ _____	Company: _____ Company Address: _____ Company Phone: _____
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Job Title: _____ Company: _____
 Start Date: _____ End Date: _____ Company Address: _____
 Starting Salary: _____ Ending Salary: _____ Company Phone: _____
 Job Responsibilities: _____
 Reason for leaving: _____

Job Title: _____ Company: _____
 Start Date: _____ End Date: _____ Company Address: _____
 Starting Salary: _____ Ending Salary: _____ Company Phone: _____
 Job Responsibilities: _____
 Reason for leaving: _____

Have you ever been convicted of a felony or misdemeanor? _____ Yes _____ No
 If yes, please explain: _____
 Can you lift 50 pounds? _____ Yes _____ No
 If no, please explain: _____

Education

	Institution Name	Years Completed	Field of Study	Graduate or degree
High School				
College/University				
Business/Technical				
Additional				

Please complete the following questions.

Why would you like to work with Joy's House?

How do you define "Exceptional" for yourself or your work?

What brings you Joy?

Disclaimer and Signature

As part of our procedure for processing your employment application, your references will be checked. Should an offer of employment be considered, a background check will also be completed to verify facts on this application. Employment will not be offered if any facts have been misrepresented or omitted on this application. If an employment offer is extended, you will be required to: supply your birth certificate or other proof of authorization to work in the United States, obtain a TB test and flu shot, and complete CPR and First Aid Training. If you understand and agree, please sign below.

Signature: _____

Date: _____