



Healing Grounds

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: _____

HEALING GROUNDS CENTER

Applicant Hours & Availability

Please complete the information below to help us understand your preferred hours and availability. **Availability does not guarantee that all requested hours or shifts will be available.**

HOURS PREFERENCE

Please check the range of hours you are looking for each week:

- ☐ **Full-Time:** 30–40 hours per week
 - ☐ **Part-Time:** 20–29 hours per week
 - ☐ **Limited Part-Time:** 10–19 hours per week
 - ☐ **Occasional / As Needed / Event Help:** Under 10 hours per week
-

SHIFT AVAILABILITY

Please check any and all shifts you are available to work.

HEALING GROUNDS CENTER — RECEPTIONIST

- | | | |
|------------------|------------------------------------|------------------------------------|
| Monday | ☐ 8 AM–4 PM | ☐ 4PM–8 PM |
| Tuesday | ☐ 8 AM–4 PM | ☐ 4 PM–8 PM |
| Wednesday | ☐ 8 AM–4 PM | ☐ 4 PM–8 PM |
| Thursday | ☐ 8 AM–4 PM | ☐ 4 PM–8 PM |
| Friday | ☐ 8 AM–4 PM | |
| Saturday | ☐ 8 AM–4 PM | |
| Sunday | ☐ 9 AM–2 PM | |
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HEALING GROUNDS CENTER CAFÉ — BARISTA / PREP

Monday	☐ 5 AM–9 AM	☐ 7:30 AM–3:30 PM	☐ 3:30 PM–7 PM
Tuesday	☐ 5 AM–9 AM	☐ 7:30 AM–3:30 PM	☐ 3:30 PM–7 PM
Wednesday	☐ 5 AM–9 AM	☐ 7:30 AM–3:30 PM	☐ 3:30 PM–7 PM
Thursday	☐ 5 AM–9 AM	☐ 7:30 AM–3:30 PM	☐ 3:30 PM–7 PM
Friday	☐ 5 AM–9 AM	☐ 7:30 AM–3:30 PM	☐ 3:30 PM–7 PM
Saturday	☐ 5 AM–9 AM	☐ 7:30 AM–3:30 PM	☐ 3:30 PM–7 PM
Sunday*	☐ 5 AM–9 AM	☐ 7:30 AM–2:30 PM	☐ 1:30 PM–5 PM

**These are our most common Sunday shifts. We do have some midday shifts available to accommodate employees who attend church.*

ADDITIONAL AVAILABILITY

Are there any days or times when you are consistently unavailable?

Please note that we do require everyone to be a part of our weekend rotation. Please indicate below how many weekend shifts you're available per month:

Please also note that we are open on the following holidays: *Memorial Day, Labor Day, Christmas Eve, New Years Eve.*

If hired, what is the earliest date you would be available to begin?

Applicant Name: _____

Date: _____