



# NEIGHBORHOOD HOUSE ASSOCIATION

Please submit to:  
 5660 Copley Drive, San Diego, CA 92111  
 Scan/Email: [RECRUITING@NEIGHBORHOODHOUSE.ORG](mailto:RECRUITING@NEIGHBORHOODHOUSE.ORG)  
 Telephone (858) 715-2642 / [www.neighborhoodhouse.org](http://www.neighborhoodhouse.org)

## NHA YOUTH FELLOWSHIP SUMMER EMPLOYMENT PROGRAM EMPLOYMENT APPLICATION

PERSONAL INFORMATION	TODAY'S DATE			DATES AVAILABLE TO WORK:	_____ 2017 - _____ 2017																																																			
	MO.	DAY	YEAR		Mo.	Mo.																																																		
	<b>INSTRUCTIONS: READ CAREFULLY – ANSWER ALL QUESTIONS. IT IS IN YOUR BEST INTEREST TO MAKE A COMPLETE AND UP-TO-DATE STATEMENT OF YOUR PERSONAL HISTORY AND QUALIFICATIONS. ANY FALSE STATEMENT OR ANSWER MAY BE CAUSE FOR REJECTION OR FOR DISCHARGE AFTER APPOINTMENT. PLEASE PRINT LEGIBLY IN INK OR USE TYPEWRITER.</b>																																																							
	NAME: LAST			FIRST		MIDDLE																																																		
	PRESENT ADDRESS: NUMBER – STREET - APT. NO.				HOME TELEPHONE Area      Number																																																			
	CITY			STATE		ZIP CODE																																																		
	MAILING ADDRESS (If different from above)				Are you over 18 years old: YES <input type="checkbox"/> NO <input type="checkbox"/>																																																			
	Email Address:				Do you possess a work permit: YES <input type="checkbox"/> NO <input type="checkbox"/>																																																			
	HAVE YOU EVER PARTICIPATED IN THE NEIGHBORHOOD HOUSE ASSOCIATION YOUTH FELLOWSHIP SUMMER EMPLOYMENT PROGRAM? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, list dates & department(s): _____																																																							
	Have you ever been convicted of a criminal offense (felony or misdemeanor)? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, attach a statement indicating the nature of the crime(s), when and where convicted and disposition of the case.  <b>Attach a statement listing all pending and prior criminal arrests and charges related to child sexual abuse and their disposition.</b>			DO YOU HAVE ANY RELATIVES WORKING FOR NHA? Yes <input type="checkbox"/> No <input type="checkbox"/>  If yes, state name & relationship: _____																																																				
CERTIFICATION/ SKILLS	LIST YOUR DRIVER'S LICENSE NUMBER AND OTHER LICENSES/CERTIFICATES REQUIRED BY THE JOB ANNOUNCEMENT:																																																							
	<b>LANGUAGES OTHER THAN ENGLISH:</b> Indicate your knowledge and level of competence in any foreign languages by checking the appropriate box.																																																							
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2">LANGUAGE(S)</th> <th colspan="3">Reading</th> <th colspan="3">Speaking</th> <th colspan="3">Understanding</th> <th colspan="3">Writing</th> </tr> <tr> <th>Fluent</th> <th>Good</th> <th>Fair</th> <th>Fluent</th> <th>Good</th> <th>Fair</th> <th>Fluent</th> <th>Good</th> <th>Fair</th> <th>Fluent</th> <th>Good</th> <th>Fair</th> </tr> </thead> <tbody> <tr> <td> </td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td> </td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table>						LANGUAGE(S)	Reading			Speaking			Understanding			Writing			Fluent	Good	Fair	Fluent	Good	Fair	Fluent	Good	Fair	Fluent	Good	Fair		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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EDUCATION	High School	Name and Address			No. of years completed	Did you graduate? Yes <input type="checkbox"/> No <input type="checkbox"/>	Diploma or GED Certificate																																																	
		<b>NAME &amp; LOCATION OF COLLEGES OR VOCATIONAL AND/OR BUSINESS SCHOOLS ATTENDED</b>																																																						
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GIVE NAME, TELEPHONE NUMBER, E-MAIL ADDRESS OF TWO (2) PROFESSIONAL AND ONE (1) PERSONAL REFERENCES:			
<b>REFERENCES</b>	Full Name:	Phone Number:	Email Address:
<b>AVAILABILITY</b>	<b>PLEASE LIST YOUR DAILY AVAILABILITY</b>		
	MONDAY	Start time:	End time:
	TUESDAY	Start time:	End time:
	WEDNESDAY	Start time:	End time:
	THURSDAY	Start time:	End time:
	FRIDAY	Start time:	End time:
<b>PREVIOUS WORK AND VOLUNTEER EXPERIENCE:</b>			
<p>(NOTE: This application should be completed <b>even though a resume is attached</b>. The application is used as a preliminary screening device.)            Read the experience requirements in the job announcement before completing this section. Begin with your most recent job. List all jobs, and any periods of unemployment, in the last ten years. Also, list any jobs you held more than ten years ago which relate to the duties of the job for which you are applying. Also, list any volunteer experience which relates to the job for which you are applying. Attach additional sheets if necessary. This application is not a contract of employment. NHA is an at-will employer. Any oral or written statements or promises to the contrary are hereby expressly disavowed and should not be relied upon by any prospective or existing employee.</p>			
Name of present or last employer:		Your Title: _____	
Address: _____		Supervisor Name _____ & E-mail: _____	
Phone Number: _____		Your Duties: _____	
Dates: from _____ to _____			
Salary: _____ Hrs./wk. _____			
Reason for leaving: _____			
Name of employer:		Your Title: _____	
Address: _____		Supervisor Name _____ & E-mail: _____	
Phone Number: _____		Your Duties: _____	
Dates: from _____ to _____			
Salary: _____ Hrs./wk. _____			
Reason for leaving: _____			
Name of employer:		Your Title: _____	
Address: _____		Supervisor Name _____ & E-mail: _____	
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Salary: _____ Hrs./wk. _____			
Reason for leaving: _____			
Name of employer:		Your Title: _____	
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Phone Number: _____		Your Duties: _____	
Dates: from _____ to _____			
Salary: _____ Hrs./wk. _____			
Reason for leaving: _____			

**DEPARTMENT INTEREST**

Please indicate any department preference. Note, not all department assignments are listed.

- SOCIAL SERVICES DEPARTMENT- Dr. Mona Minton**  
 The Social Services Department is a division of NHA’s social services programs: Adult Day Health Care, Friendship Clubhouse, Geriatric Specialty, HIV/AIDS Case Management, Homework Center, Housing Counseling, Project Enable, Project In-Reach, College Academy, and the Senior Service Center.  
*The summer youth employee(s) will provide administrative and analytical assistance to Dr. Minton on special projects for our Social Services programs.*
- ADULT DAY HEALTH CARE (ADHC)- Jennifer Hurlow-Paonessa \*\*College students only\*\***  
 The ADHC Center provides a day treatment program for individuals 18+ (generally older adults) experiencing chronic conditions (physical, cognitive, mental health and developmental disabilities) that would benefit from a variety of services such as: Nursing, social services, Recreation and rehabilitative (OT,PT,ST) services.  
*The summer youth employee duties will include: implementing cognitive activities, recreational activities, serve lunches/snacks, interact with participants on a 1:1 and small group basis. Administrative duties: Assistance with medical record activities.*
- PRINT SHOP- Terry Fowler**  
 The print shop is NHA’s in-house copy shop and supports all NHA programs.  
*The summer youth employee may assist with tasks such as: creating PowerPoint presentations, laminating, produce graphics, logos, training materials, newsletters, brochures, flyers, and cards.*
- CENTRAL KITCHEN/ NUTRITION SERVICES- Kristine Smith \*\*College students only\*\***  
 Youth employees will work in a kitchen environment to learn culinary skills and the entire flow of food service operations starting from the administrative duties all the way through delivery of food to the client. Examples of duties include learning to read menu production records and how they support the USDA’s Child and Adult Care Food Program meal pattern, portioning and weighing food, assisting and learning to prepare simple recipes, cutting and chopping fruit, vegetables, and meat, operating a dish machine, washing dishes, removing trash/recyclables from facility, cleaning and sanitizing work stations, loading food delivery carts into trucks, pre-trip inspections for delivery vehicles, and light vehicle maintenance (such as adding oil, windshield wiper fluid, or coolant).  
**Hours available for employment are 4:30am – 1:30pm, Monday – Friday.**
- HUMAN RESOURCES (Benefits) – Jessica Rothstein**  
 The Human Resources Department provides overall support and guidance to all programs, departments, staff, and volunteers of the Neighborhood House Association.  
*The summer youth employee may assist with clerical tasks involving confidential information, including social security numbers. Other tasks include:  
 Assisting as Needed for Open Enrollment – Mid-June we will still have many open enrollment projects  
 OE Forms Audit – checking for data entry errors  
 Filing Open enrollment forms – creating file folders, labels, etc.  
 Beneficiary Form Audit – ensuring all eligible full-time employees have a current beneficiary form on file  
 Overage Dependent Audit – depending on the skill level of the intern, sorting excel spreadsheet by dependents, age and expiration dates*
- NO PREFERENCE**

I certify that all information provided is true to the best of my knowledge.

The successful clearance of a background check is required by all applicants over the age of 18 applying for employment with NHA before any formal offer of employment can be extended. By signing this application you are giving NHA permission and authorizing without further notice to conduct all necessary background checks. These background checks may include but are not limited to FBI, DOJ, Child Abuse, Social Security Number Verification, National Criminal and sex offender search and county criminal records. Parent signature if you are a minor.

Signature of Applicant:

Date:

**DO NOT WRITE HERE**

Approved by:

Rejected by:

Date:

Reason for Rejection:





**NEIGHBORHOOD HOUSE ASSOCIATION  
YOUTH FELLOWSHIP SUMMER EMPLOYMENT PROGRAM  
DEMOGRAPHIC FORM**

ANY ADDITIONAL MATERIALS SUBMITTED WITH YOUR APPLICATION BECOME THE PROPERTY OF NHA AND WILL NOT BE RETURNED.

<b>NAME:</b>	<b>DATE:</b>
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**AUTHORIZATION FOR RELEASE OF INFORMATION**

I hereby authorize Neighborhood House Association to thoroughly investigate my reference, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the agency any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the agency, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

<b>Applicant's Signature:</b>	<b>Date:</b>	<b>Social Security Number:</b>
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**APPLICATION SURVEY FORM**

**Please check the appropriate box:**     **FEMALE**         **MALE**

**Polo Shirt size:**     **S**     **M**     **L**     **XL**     **XXL**

**Are you considered a Disabled individual:** a person with a physical or mental impairment which substantially limits one or more major life activities; has a record of such impairment; or is regarded as having such impairment?     **YES**         **NO**

**Please indicate your Ethnic Group:**

- Hispanic:** Persons of Cuban, Mexican, Puerto Rican, South/Central American, or other Spanish culture/origin regardless of race.  
 **Not Hispanic or Latino**

**Please indicate your Race:**

- American Indian or Alaska Native:** A person having origins in any of the original peoples of North and South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment.  
 **Asian:** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.  
 **Black or African American:** A person having origins in any of the black racial groups of Africa.  
 **Native Hawaiian or Other Pacific Islander:** A person having origins in Hawaii, Guam, Samoa, or other Pacific Islands.  
 **White:** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa  
 **Two or More Races (Not Hispanic or Latino):** All persons who identify with more than one of the above five races.

Indicate races below:

a. \_\_\_\_\_ b. \_\_\_\_\_ c. \_\_\_\_\_ d. \_\_\_\_\_

**ANNUAL HOUSEHOLD INCOME**

To the best of your knowledge and ability, please select your household size and annual household income below.

Household Size	Annual Income		
1	\$17,850 - \$29,750	\$47,600-\$53,150	\$63,750 and above
2	\$20,400 - \$34,000	\$54,400 - \$60,700	\$72,900 and above
3	\$22,950 - \$38,250	\$61,200 - \$68,300	\$82,000 and above
4	\$25,500 - \$42,500	\$68,000 - \$75,900	\$91,100 and above
5	\$28,440 - \$45,900	\$73,450 - \$81,950	\$98,400 and above
6	\$32,580 - \$49,300	\$78,900 - \$88,050	\$105,700 and above
7	\$36,730 - \$52,700	\$84,350 - \$94,100	\$112,950 and above
8	\$40,890 - \$56,100	\$89,800 - \$100,200	\$120,250 and above

**IMMIGRATION INFORMATION**

If offered employment, you will be required to complete an Employment Eligibility Verification (I-9 Form) and submit documents verifying your identity and your right to work in the United States. You will be provided with a list of documentation options at time of hire.

**Equal Opportunity Employer**

It is the policy and practice of the Neighborhood House Association to select and promote employees based on their qualifications and ability to do the job without regard to sex, actual or perceived sexual orientation, race, color, religious creed, national origin, physical disability/ mental disability, medical condition, age, pregnancy and marital status.