

## Application for Employment: Service Coordination

The Luella Hannan Memorial Foundation is an Equal Opportunity Educational Institution and EEO/Affirmative Action Employer committed to excellence through diversity. Employment offers are made on the basis of qualifications and without regard to any **protected class**: race, sex, religion, national or ethnic origin, disability, age, veteran status, sexual orientation.

**NOTE: This application is for At-Will employment.**

**PLEASE TYPE OR PRINT.** Complete the entire application. You may attach a resume, but you must still complete all questions; or your application will be deemed incomplete and may not be considered. Please fill out each box (don't just indicate "See Resume.") Applications with missing or invalid job numbers will not be considered for any position.

**Please Submit Application with Resume** to: Luella Hannan Memorial Foundation, Attn: Human Resources, 4750 Woodward Ave., Detroit, MI 48201 or via email [hr@hannan.org](mailto:hr@hannan.org) or via fax 313-831-4944

Position Applying For:		Name (Last, First, Middle):	
Street Address:		City, State & Zip:	Work Phone:
Home Phone:	E-mail:		Other Phone:
Are you eligible to work in the United States?	Yes   No	Finalists will be submitted for a full background check, at which point we will ask for a SS#.	

**EDUCATION**

Name of School	City/State	Did you graduate?	If No, # of years left to graduate	If Yes, date of Graduation	Degree received	Major
High School:		Yes No				
GED:		Yes No				
Other School:		Yes No				
College:		Yes No				
College:		Yes No				
College:		Yes No				
Other credentials/ licenses/ professional affiliations, etc., which are relevant to the job(s) for which you are applying.						

**SKILLS:** Please list technical skills (ie case management software, language proficiency), personal skills (ie communication, mediation), trade skills (ie service coordination, discharge planning, mental health), etc., relevant to this position. Note your level of proficiency (basic, intermediate, expert)


**WORK EXPERIENCE**-Please detail your recent work history. Begin with your current or most recent employer. If you held multiple positions with the same organization, detail each position separately. Include additional work in resume. Omission of prior employment may be considered falsification of information. Please explain any gaps in employment. Include full-time military or volunteer commitments. **PLEASE DO NOT** complete this information with the notation "See Resume."

**PLEASE NOTE:** The Luella Hannan Memorial Foundation reserves the right to contact all current and former employers for reference information.

Dates Employed (most recent position) From:            To		Full time    Part-time  If part-time, # hrs./wk:	Title:
Organization Name and Address:			
Final Salary:			
Reference Name, Title and Phone #:		Contact my current references: At any time Only if I am a finalist candidate	
Primary duties:		Reason for Leaving:	
Dates Employed (most recent position) From:            To		Full time    Part-time  If part-time, # hrs./wk:	Title:
Organization Name and Address:			
Final Salary:			
Other Reference Name, Title and Phone #:		Contact my current references: At any time Only if I am a finalist candidate	
Primary duties:		Reason for Leaving:	

**PLEASE READ CAREFULLY AND SIGN THAT YOU UNDERSTAND AND ACCEPT THIS INFORMATION.**

I certify that the information on this application and its supporting documents is accurate and complete. I understand and agree that failure to fully complete the form, or misrepresentation or omission of facts, represents grounds for elimination from consideration for employment, or termination after employment if discovered at a later date. I authorize the Luella Hannan Memorial Foundation to investigate, without liability, all statements contained in this application and supporting materials. I authorize references and former employers, without liability, to make full response to any inquiries in connection with this application for employment. If requested, I agree to submit to a physical exam, criminal and credit background investigation, and/or screening for illegal substances upon conditional offer of employment. I understand that this document is NOT an offer of employment, and that an offer of employment, if tendered, does NOT constitute a contract for continued guaranteed employment. I understand that staff employees of the Luella Hannan Memorial Foundation serve at-will, and the employment relationship may be terminated at any time by either party, or any or no reason, other than a reason prohibited by law.

If employed, I will be required to furnish proof of eligibility to work in the United States and to comply with company and departmental regulations. I understand that if employed on a temporary basis, I would be paid for hours worked only and would be ineligible for benefits including paid time off. If employed full time on a regular, benefits-eligible basis, I understand that I may be required to make mandatory contributions to a retirement program. I understand that any benefits I receive may be subject to change or discontinuation at any time without prior notice. I understand that the first SIX MONTHS of regular employment represent a provisional period, during which I would not be eligible to apply for transfer or promotion and during which I may be terminated without right of appeal.

Applicant Print Name: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_