



APPLICATION FOR EMPLOYMENT

This facility is an equal opportunity employer and fully subscribes to the principles of equal employment opportunity. It is the policy of New Horizons North to provide employment, compensation and other benefits related to employment based on qualifications, without regard to race, color, religion, national origin, age, sex, veteran status or disability, or any other basis prohibited by federal or state law. As an equal opportunity employer, New Horizons North intends to comply fully with all federal and state laws and the information requested on this application will not be used for any purpose prohibited by law. Disabled applicants may request any needed accommodation.

PLEASE PRINT OR TYPE—BE SURE TO SIGN THIS APPLICATION

Date of Application: _____ Date Available: _____

Name: _____
Last First Middle

Address _____
No. Street City State Zip

Home Phone: _____ Business Phone: _____

Have you been previously employed by New Horizons North? Yes No

If yes, when? _____ In what capacity? _____

Who referred you to New Horizons North: Our Advertisement Job Service

Employment Agency Friend/Relative Other _____

Names of friends or relatives employed by New Horizons North:

Name _____ Relationship _____

Name _____ Relationship _____

EMPLOYMENT DESIRED

Position(s) applied for _____

Full-time Part-time

If part time, what days and hours are you available? _____

PERSONAL DATA

Are you a United States citizen or do you have an entry permit which allows you to lawfully work in the U.S.? Yes No

Are you at least 18 years old? Yes No

Do you have access to a car? Yes No

Do you have a valid driver's license? Yes No

Have you ever been convicted of a felony? Yes No If yes, please explain below. (A conviction does not constitute an automatic bar to employment unless it substantially relates to the job for which you are applying. All employees undergo a criminal background check upon hire.)

EDUCATION

	<u>Name and Location of School</u>	<u>No./Years Completed</u>	<u>Did you Graduate</u>	<u>Course of Study</u>	<u>Degree</u>
High School	_____	_____	_____	_____	_____
College	_____	_____	_____	_____	_____
Other	_____	_____	_____	_____	_____

LICENSURE/CERTIFICATION/REGISTRATION

<u>Type of License/Certification</u>	<u>Registration Number</u>
_____	_____
_____	_____
_____	_____

List any special skills or qualifications which you feel are relevant to the job for which you are applying:

EMPLOYMENT HISTORY

Please give accurate and complete information. Start with present or most recent employer:

Employer _____ Telephone No. _____

Address _____ Employed from ___/___ to ___/___

Name of Supervisor _____ Hourly Pay: Start _____ Last _____

Position and Responsibilities _____

Reason for Leaving _____

Employer _____ Telephone No. _____

Address _____ Employed from ___/___ to ___/___

Name of Supervisor _____ Hourly Pay: Start _____ Last _____

Position and Responsibilities _____

Reason for Leaving _____

Employer _____ Telephone No. _____

Address _____ Employed from ___/___ to ___/___

Name of Supervisor _____ Hourly Pay: Start _____ Last _____

Position and Responsibilities _____

Reason for Leaving _____

May we communicate with your present employer? Yes No

May we contact your former employers for references? Yes No

REFERENCES

List three people (no relatives) you have worked with and whom we may contact for a reference.

Name	Address	Phone
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Name	Address	Phone
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Name	Address	Phone
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Please read the following statements carefully before you sign your name.

“I HEREBY CERTIFY that the answers given by me to the above questions and statements are true and correct and hereby authorize you to investigate all statements in this application as may be necessary in arriving at an employment decision. It is understood and agreed that any misrepresentation, false statement or omissions by me in this Application will be sufficient reason for rejection of my application or for dismissal at any time during my employment, without liability to New Horizons North. I have read, understand and agree to the above statement. (Please initial here). _____

I understand that this application does not represent an offer of, or contract for employment. I further understand that employment with New Horizons North is “at will”, and that no guarantee of employment exists. If employed, I may terminate employment at any time for any reason, and New Horizons North may terminate my employment at any time, for any reason. No employment contract is created by virtue of my being hired by New Horizons North. I have read, understand and agree to the above statement. (Please initial here). _____

I understand that, if employed, I will be required to abide by all company policies, standards, and regulations. (Please initial here). _____

Should I desire to leave your employ, I agree to give my written resignation at least two weeks prior to my termination date. (Please initial here). _____

I understand that a Department of Motor Vehicle check, and a criminal and caregiver background check are standard procedures for all potential employees of New Horizons North prior to employment. (Please initial here). _____

I understand that this application will remain on file for 90 days for consideration. After 90 days, if I am still interested in a position with New Horizons North, it will be necessary for me to complete a new application form.”

SIGN HERE _____ DATE _____