APPLICATION FOR EMPLOYMENT

New Choices RECOVERY CENTER — *Life on Solid Ground*

Prospective employees will receive consideration without discrimination because of race, creed, color, sex, age, sexual preference, gender identity, national origin, disability or veteran status.

PERSONAL INFORMATION

Last Name	First Name	MI	Email address:
			Home Phone:
Street Address	City, State, Zip Code		Cell Phone:

Do you speak a language other than English? If so, please list:
_____

JOB TYPE

Position Applied For:

When will you be able to begin work?

Are you available to work: ☐ Full-time   ☐ Part-time   ☐ Per diem

Are you legally eligible for employment in the United States?

Days available to work: ____Mon ____ Tues ____ Wed ____ Thurs ____ Fri _____ Sat _____ Sun

Shifts able to work: ☐ Days   ☐ Evenings   ☐ Nights   ☐ Overnights

How many hours can you work weekly?

EDUCATION
If the information below is on your resume, no need to complete this section

School Type	Name/Location of School	Course of Study	No. Years completed	Did you graduate?	Degree or Diploma
High School					
Trade/ Business/ Cortication					
College					
Graduate					

EMPLOYMENT HISTORY
Please provide your 3 most relevant jobs related to the position you are applying for.
If the information below is on your resume, no need to complete this section

❶ Company Name/Location:	Employed (Month & Year) From:	To:
Job Title and Duties:	Reason for leaving:	
❷ Company Name/Location:	Employed (Month & Year) From:	To:
Job Title and Duties:	Reason for leaving:	
❸ Company Name/Location:	Employed (Month & Year) From:	To:
Job Title and Duties:	Reason for leaving:	

PROFESSIONAL REFERENCES:
Please include name, phone number, email address and circumstances of your acquaintance.

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I certify that all answers and statements on this application are true and complete to the best of my knowledge. I understand that, should this application contain any false or misleading information, my application may be rejected or my employment with this company terminated.

Applicant Signature: *Date Submitted:*