



Employment Application

Please attach your current resume

The Mission of New Life Community Services

New Life Community Services responds compassionately to human suffering and need by providing treatment for addiction and support for the whole person and families, together with counseling, education and training.

Applicant: This application will be used to determine your qualifications for openings we currently have. All information should be **printed** clearly unless otherwise requested. Resumes will **not** be accepted in place of a completed application. **Incomplete applications will not be considered for employment.**

APPLICANT INFORMATION:

Position Applying For: _____ Date of Application: _____

Name (Last, First, Middle): _____ Phone #: _____ Email: _____

Present Street Address: _____ City: _____ Zip _____

Date Available to Start: _____ Days & Hours available: _____ Rate of Pay Required: \$ _____

Do you have proof of your legal right to work in the U.S.? Yes No Are you related to a New Life supervisor? Yes No

Have you ever worked or volunteered for this company? Yes No If yes, when? _____

EMPLOYMENT HISTORY:

Are you currently employed? Yes No May we contact your present employer? Yes No

Start with your present or last job. Include any job related military service assignments and volunteer activities.

1) Name & Address of Employer: _____ Phone #: _____

Job Title: _____ Dates Employed: _____

Name & Title of your Supervisor: _____ Reason for Leaving: _____

2) Name & Address of Employer: _____ Phone #: _____

Job Title: _____ Dates Employed: _____

Name & Title of your Supervisor: _____ Reason for Leaving: _____

3) Name & Address of Employer: _____ Phone #: _____

Job Title: _____ Dates Employed: _____

Name & Title of your Supervisor: _____ Reason for Leaving: _____

4) Name & Address of Employer: _____ Phone #: _____

Job Title: _____ Dates Employed: _____

Name & Title of your Supervisor: _____ Reason for Leaving: _____

Special Skills, Training and Qualifications: Summarize special job related skills, specialized training, foreign languages and/or qualifications acquired from employment or other experiences not previously listed.

EDUCATION: Circle highest grade completed: 9 10 11 12 / College or University: 1 2 3 4 / Graduate Work Yes No

Name & Location of _____ School Degree _____ /Certificate Course/Major

High School: _____

Vocational/Business: _____

College/University: _____

PERSONAL REFERENCES: Give name and telephone number of three references who are not related to you.

1). _____

2). _____

3). _____

How were you referred to New Life Community Services? _____

CERTIFICATE OF APPLICATION (Read carefully before signing)

I hereby certify that the information contained in this application is true and correct. I understand that any misrepresentation, falsification, or material omission of information on this application may result in my failure to receive an offer or, if I am hired, my dismissal from employment.

I authorize the Company to make any investigation of my work, scholastic, and driving record, if applicable to the position.

I authorize the Company, now or at any time while I am employed, to conduct a criminal history background investigation and receive any criminal history record information pertaining to me which may be in the files of any federal, state, or local criminal justice agency in any state. If I accept employment with the Company, I understand and acknowledge that neither I nor the Company have entered into any contract of employment, expressed or implied.

I understand that, by signing below, I agree to a Company-paid physical examination which may be required for the position for which I have applied. I further understand that employment is contingent upon passing such an examination.

I also understand that the Company reserves the right, at its discretion, to request that I submit to a drug/alcohol test and that my employment is conditioned on both taking, and successfully passing, such tests.

I also understand that all offers of employment are conditioned on the provision of satisfactory proof of identity and legal authority to work in the United States.

Signature of Applicant

Date