



# Northwest Regional Re-entry Center (NWRRC) Employment Application

NWRRC is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, color, religion, ancestry, age, sex, marital status, national origin, disability or handicap, or veteran status.

## PERSONAL INFORMATION: *(please print clearly)*

Name _____					
_____	_____	_____	_____		
	First	Middle initial	Last		
Address _____					
_____	_____	_____	_____	_____	_____
	Street		City	State	Zip Code
Telephone: Home _____		Cell: _____			
Email: _____					

## IN CASE OF EMERGENCY NOTIFY:

Name And Telephone: _____					
_____	_____	_____	_____	_____	_____
	Last	First	Phone No.		
Relationship: _____		Email: _____			
Address: _____					
_____	_____	_____	_____	_____	_____
	Street	City	State	Zip code	

## AVAILABILITY:

Are you legally able to be employed in the U.S.?  Yes  No (If hired, verification will be required by law)

Have you ever worked for NWRRC before?  Yes  No If yes, when? \_\_\_\_\_

Are you 18 years of age or over?  Yes  No (Proof of age or a work permit may be required.)

Have you ever been convicted of a felony or a misdemeanor?  Yes  No

If yes, please explain: \_\_\_\_\_

Have you ever engaged in sexual abuse in an institutional setting or in the community that involved force or coercion?  
 Yes  No

(Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The nature of the offense, the date of the offense, the surrounding circumstances and the relevance of the offense to the position(s) applied for may be considered.)

What type of position are you seeking?  Part time  Full time  On-Call  Temporary

Are you able to meet the attendance requirements of the position?  Yes  No

Are you able to perform the essential functions of this job either with or without reasonable accommodation?  Yes  No

		Sun	Mon	Tues	Wed	Thurs	Fri	Sat
HOURS AVAILABLE TO WORK	From							
	To							

Date available to start work? \_\_\_\_\_ Total hours available per week? \_\_\_\_\_

**EDUCATION:**

	Name and Location of School	Course of Study	Years Completed	Diploma or Degree Received
High School				
College				
Vocational or Trade School				
Graduate School				

Have you completed any special courses, seminars, and/or training that would enable you to perform the position for which you are applying?  Yes  No If yes, please describe: \_\_\_\_\_

Academic honors, extracurricular activities, offices held, etc. in high school or college: \_\_\_\_\_

**MOST RECENT EMPLOYMENT:**

Company _____	Position _____
Address _____	Phone _____
Street _____	City _____ State _____ Zip Code _____
Supervisor _____	Dates: From _____ To _____ Reason for leaving _____
Duties _____	
Do we have your permission to contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No If NO, please explain: _____	
Company _____	Position _____
Address _____	Phone _____
Street _____	City _____ State _____ Zip Code _____
Supervisor _____	Dates: From _____ To _____ Reason for leaving _____
Duties _____	
Do we have your permission to contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No If NO, please explain: _____	
Company _____	Position _____
Address _____	Phone _____
Street _____	City _____ State _____ Zip Code _____
Supervisor _____	Dates: From _____ To _____ Reason for leaving _____
Duties _____	

Do we have your permission to contact this employer?  Yes  No If NO, please explain: \_\_\_\_\_

**MILITARY SERVICE:**

Have you obtained any special skills or abilities as the result of service in the military?  Yes  No  
If yes, describe: \_\_\_\_\_

**REFERENCES:**

Name: _____	Telephone: _____	Years Known _____
Address _____		How do they know you? _____
Street	City State	Zip Code
Name: _____	Telephone: _____	Years Known _____
Address _____		How do they know you? _____
Street	City State	Zip Code
Name: _____	Telephone: _____	Years Known _____
Address _____		How do they know you? _____
Street	City State	Zip Code

**PLEASE READ CAREFULLY, INITIAL EACH PARAGRAPH AND SIGN BELOW**

\_\_\_\_\_ I hereby authorize NWRRC to thoroughly investigate my references, work record, education  
Initials and other matters related to my suitability for employment. I authorize the references I have listed to disclose 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 NWRRC, 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.

\_\_\_\_\_ I understand that nothing contained in the application, or conveyed during any interview which may  
Initials be granted, or during my employment, if hired, is intended to create an employment contract between me and NWRRC. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or NWRRC, and that no promises or representations contrary to the foregoing are binding on the company unless made in writing and signed by me and NWRRC's designated representative.

\_\_\_\_\_ I hereby certify that I have not knowingly withheld any information that might negatively affect my chances for  
Initials employment and that the answers given by me are true and correct to the best of my knowledge. I understand that if I have omitted or misstated any material fact on this application or on any document used to secure employment, this shall be grounds to reject this application or to discharge me if I am employed, regardless of the time elapsed before discovery.

\_\_\_\_\_ I certify that I have personally completed this application.  
Initials

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Signature