



# Northwest Regional Re-entry Center (NWRRC)

## Employment Application

NWRRC is an equal opportunity employer and provides equal employment opportunities to all applicants without regard to race, color, creed, ancestry, national origin, citizenship, sex or gender, gender identity or expression, sexual orientation, marital status, religion, age, disability, genetic information, service in the military, or any other characteristic protected by applicable federal, state, or local laws and ordinances.

### Applicant Information

Full Name: \_\_\_\_\_  
 Last First M.I.

Address: \_\_\_\_\_  
 Street Address Apartment/Unit #  
 \_\_\_\_\_  
 City State ZIP Code

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Position Applied for: \_\_\_\_\_

Are you legally able to be employed in the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If hired, verification will be required.
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Are you 18 years of age or over?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Proof of age or a work permit may be required.
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Have you ever worked for NWRRC before?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, when?
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Have you ever been convicted of a felony or misdemeanor?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain below.
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**In compliance with the federal Prison Rape Elimination Act of 2003 (PREA), applicants are required to answer the following questions. If you choose to not answer these questions, you will be removed from consideration.**

Have you EVER engaged in sexual assault and/or sexual harassment in a prison, jail, lock up, community confinement facility, juvenile facility or other institution?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you EVER been convicted of engaging, or attempting to engage in sexual activity in the community facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable to consent or refuse?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you EVER been civilly or administratively adjudicated to have engaged in sexual activity in the community facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable to consent or refuse?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Do you have a history of substantiated sexual harassment issues?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

What type of position are you seeking?	<input type="checkbox"/> Full time	<input type="checkbox"/> Part time	<input type="checkbox"/> On-call	<input type="checkbox"/> Temporary
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Are you able to meet the attendance requirements of the position? YES  NO

Hours available to work	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
From							
To							

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

**Education**

	Name and location (city and state)	Graduated?		Diploma or Degree received
High School		YES <input type="checkbox"/>	NO <input type="checkbox"/>	
College/University		YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Other:		YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Other:		YES <input type="checkbox"/>	NO <input type="checkbox"/>	

Additional credentials that would enable you to perform the position, such as certificates:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Most Recent Employment**

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ Position: \_\_\_\_\_  
 Duties: \_\_\_\_\_  
 Dates | From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
 May we contact your previous employer for a reference? YES  NO   
 Name of Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_  
 If no, please explain: \_\_\_\_\_

Company: _____	Phone: _____
Address: _____	Position: _____
Duties: _____	
Duties: _____	
Dates   From: _____ To: _____ Reason for Leaving: _____	
YES    NO	
May we contact your previous employer for a reference? <input type="checkbox"/> <input type="checkbox"/>	
Name of Supervisor: _____	Title: _____
If no, please explain: _____	

Company: _____	Phone: _____
Address: _____	Position: _____
Duties: _____	
Duties: _____	
Dates   From: _____ To: _____ Reason for Leaving: _____	
YES    NO	
May we contact your previous employer for a reference? <input type="checkbox"/> <input type="checkbox"/>	
Name of Supervisor: _____	Title: _____
If no, please explain: _____	

If you have obtained any special skills or abilities as a result of service in the military, please describe them here.

\_\_\_\_\_

\_\_\_\_\_

**References**

*Please list three professional references.*

Full Name: _____	Relationship: _____
Company: _____	Years known: _____
Address (city and state): _____	
Phone: _____	Email: _____
Full Name: _____	Relationship: _____
Company: _____	Years known: _____
Address (city and state): _____	
Phone: _____	Email: _____
Full Name: _____	Relationship: _____
Company: _____	Years known: _____
Address (city and state): _____	
Phone: _____	Email: _____

**Disclaimer and Signature**

*I certify that my answers are true and complete to the best of my knowledge.*

*If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

*Please read carefully, initial each paragraph and sign below:*

\_\_\_\_\_ I hereby authorize NWRRC to thoroughly investigate my references, work record, education 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 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 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 discharge me if I am employed, regardless of the time elapsed before discovery.

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

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

*(Revised 7/2021)*