



APPLICATION FOR EMPLOYMENT

- Do not leave any unanswered questions.
- Incomplete applications may affect your prospects of employment.
- Attach your resume and complete the requested Employment History information.
- NLRM-NLRHH is an equal opportunity employer.
- All information from your application and resume will be treated confidentially.

Date of Application _____

Applicant Name _____

Street _____

City _____ State _____ Zip Code _____

Mailing (if different from above): _____

City _____ State _____ Zip Code _____

Home Telephone (____) _____ When is best time to call? ☐AM ☐PM

Cellular Telephone (____) _____ When is best time to call? ☐AM ☐PM

Business Telephone (____) _____ When is best time to call? ☐AM ☐PM

May we contact you at work? ☐ YES ☐ NO

Email Address _____

How were you referred to New Life Refuge Ministries / NLRM / NLRHH:

☐ Employee _____

☐ Relative _____

☐ School Advertisement

☐ Private Employment Agency

☐ Indeed ☐ Facebook ☐ Linked-In

☐ Other _____

Type of employment: ☐ Full time ☐ Part time ☐ Temporary

Date available to begin work: ☐ Immediately ☐ Other _____

Days/Hours available to work: ☐ AM ☐PM ☐Weekday ☐Weekend ☐Any

List any days unavailable: _____

Do you have any commitments to another employer that might affect your employment with NLRM-NLRHH, including confidentiality, non-disclosure or non-competition agreements?

☐Yes ☐No If yes, please describe: _____

Do you have any physical limitations that would prevent you from performing the job you are applying for? ☐Yes ☐ No If yes, please describe: _____

TYPE OF WORK DESIRED

Indicate the position/s for which you are applying from the list below.

- ☐ Child Care Administrator (CCA licensure required)
- ☐ Treatment Director
- ☐ Facilities Manager
- ☐ Professional Level Service Provider
- ☐ Educational Services Director
- ☐ House Parent
- ☐ Teacher
- ☐ Teacher Aide
- ☐ Caregiver (Daytime)
- ☐ Caregiver (Awake/ Overnight)
- ☐ Property Maintenance
- ☐ Music Therapy
- ☐ Pet Therapy
- ☐ Equine Therapy
- ☐ Volunteer
- ☐ Intern: _____

SKILLS AND QUALIFICATIONS

Summarize any licenses, certificates, training or skills that might qualify you to perform job-related functions for the position for which you are applying. Include Expiration and/or Renewal dates.

Licenses _____

Certificates _____

Specialized Training _____

Skills _____

GENERAL INFORMATION

Are you legally eligible for employment in the United States? ☐ Yes ☐ No

If no, provide status, if applicable: _____

Please indicate what size vehicles you are licensed to drive:

☐ Standard Vehicle ☐ 12-15 Passenger Van

Classification: ☐ Operator ☐ Chauffeur ☐ Commercial (COL)

☐ Other: _____

Drivers License - State issued: _____ #: _____ Exp: _____

Have you **ever** been convicted of a felony? ☐ Yes ☐ No

Within the last two years, have you been convicted of a misdemeanor which resulted in imprisonment?

☐ Yes ☐ No If yes to either, please explain: _____

Have you ever been involuntarily terminated from a job? ☐ Yes ☐ No

If so, please explain circumstance: _____

Have you previously applied for employment here? ☐ Yes ☐ No

If yes, give details: _____

Do you have any relatives employed by New Life Refuge, NLRM or NLRHH? ☐ Yes ☐ No

If yes, Name: _____ Relationship to you: _____

EMPLOYMENT HISTORY

List all employment, assignments, volunteer or military activities for the last ten (10) years, starting with your most recent. (Attach additional sheets as necessary.) Please explain any gaps in employment.

Dates Employed: from _____ to _____
Employer: _____
Address: _____
Telephone Number: _____
Your Job Title: _____
Hourly Rate/Salary: Starting: _____ Final: _____
Job Responsibilities: _____
Reason for Leaving: _____
May we contact for reference: ☐ Yes ☐ No
If no, please explain: _____

Dates Employed: from _____ to _____
Employer: _____
Address: _____
Telephone Number: _____
Your Job Title: _____
Hourly Rate/Salary: Starting: _____ Final: _____
Job Responsibilities: _____
Reason for Leaving: _____
May we contact for reference: ☐ Yes ☐ No
If no, please explain: _____

Dates Employed: from _____ to _____
Employer: _____
Address: _____
Telephone Number: _____
Your Job Title: _____
Hourly Rate/Salary: Starting: _____ Final: _____
Job Responsibilities: _____
Reason for Leaving: _____
May we contact for reference: ☐ Yes ☐ No
If no, please explain: _____

Dates Employed: from _____ to _____
Employer: _____
Address: _____
Telephone Number: _____
Your Job Title: _____
Hourly Rate/Salary: Starting: _____ Final: _____
Job Responsibilities: _____
Reason for Leaving: _____
May we contact for reference: ☐ Yes ☐ No
If no, please explain: _____

REFERENCES

List names and telephone numbers of three (3) business/work and one (1) pastoral/spiritual reference who are NOT related to you. If you do not have work experience, please list three (3) school or personal references who are NOT related to you. Please ensure that you provide working telephone numbers with area codes, as the inability to contact a reference may delay the hiring process.

Name	Phone	Email	Relationship

Please include any additional information you think would be helpful for us in considering you for employment, such as additional work experience, articles/books published, activities or accomplishments.

“I, _____, certify that the information contained in this application is true and complete. I authorize investigation of all statements contained in this application and that any false or misleading statements or material omissions are cause for termination of employment, if employed. I hereby authorize former and present employers except as I have otherwise indicated on this application, references and other sources to provide or verify any information that they may have regarding me or my employment with them to New Life Refuge Ministries, NLRM, NLRHH, and release them from any liability arising from the furnishing of any employment information.

I agree and understand that, except as governed by existing federal, state or local law, where applicable, my employment or an offer of employment establishes no guarantee of continued employment or obligation beyond pay for actual work performed at the agreed upon rate of pay and that my employment may be terminated at any time by myself or New Life Refuge Ministries, NLRM, NLRHH, at either party's opinion and/or will.

I further agree and understand that as an applicant I will be required to complete and clear a medical facility or hospital administered Tuberculosis test, initial hiring drug test and complete a name based criminal history check, fingerprint-based criminal history check, DFPS central registry check and an out-of-state central registry check as a requirement for hire with New Life Refuge Ministries, NLRM, NLRHH.”

Applicant Signature _____ Date _____

New Life Refuge Ministries, NLRM / NLRHH is an equal opportunity employer. This application will not be used for limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Should an applicant need reasonable accommodation in the application process, he or she should contact a company representative.

Note:

- No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The date of the offense, the nature of the offense, including any significant details that affect the description of the event, and the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.
- NLRM-NLRHH complies with the ADA and considers reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions.