

NEW WAY SERVICES, INC
1170 Burnett Avenue, Suite K
Concord, CA 94520
(925) 688-1527 Fax (925) 688-1525

APPLICATION FOR EMPLOYMENT

An Equal Opportunity Employer

Date: _____

Name: _____ Social Security #: _____

Present Address: (street) _____

(city) _____ (state) _____ (zip) _____

How long at this address? _____ Telephone #: (_____) _____

Position applied for: _____

List days/times when you cannot work: _____

How did you learn about this company? _____

Have you worked here before? _____ When? _____

Why did you leave? _____

List friends or relatives working for us and your relationship to each:

List any skills or qualifications which would especially qualify you for this position:

Do you want to work Full-time or Part-time

If hired, on what day are you available to start work? _____

What reliable means of transportation do you have to get to work? _____

Are you able to perform the essential functions of the job, either with or without reasonable accommodation? _____

If not, describe the functions that you cannot perform: _____

Have you been convicted of a felony or misdemeanor, except convictions that were judicially dismissed or ordered sealed? Yes No

Are you over age 18 years of age? Yes No

Are you a citizen of the U.S. or lawfully authorized alien worker? Yes No

Have you ever been bonded? Yes No If yes, for what jobs?

Are you over 18 years of age? _____ Are you a United States Citizen or lawfully authorized alien worker? _____

If not, employment is subject to related labor laws.

Have your ever been bonded? _____ If yes, for what jobs?

Are you currently in the armed forces? _____

If so, what obligation is required?

Person to be notified in case of emergency:

Name: _____ Telephone: _____

Relationship: _____ Address: _____

EDUCATIONAL BACKGROUND

Type of School	Name and Location	How many years?	Degree	Major
Elementary				
High				
College				
Other				

PRIOR WORK HISTORY

From	To	Name and Address of Employer	Supervisor's Name	Reason for Leaving

EMPLOYMENT REFERENCES

Name of Organization	Contact Person	Phone #

May we contact the above references and employers? _____

List any that should not be contacted: _____

Have you ever worked for TLC Homes, California? _____

DESCRIBE YOURSELF AND YOUR GOALS

1. Give five characteristics that describe you?

2. What are your greatest strengths?

3. List 1-3 areas in which you would like to grow or improve:

4. What are your career goals?

APPLICANT'S CERTIFICATION AND AGREEMENT

1. I hereby certify that the facts set forth in the above application are true and complete to the best of my knowledge and if employed, false statements on this application will be considered adequate grounds for my dismissal.
2. You are authorized to make any investigation of my personal history.
3. I understand that my shift and work location may be changed at any time by my employer, based on the needs of the agency.
4. I understand that employment with New Way Services is "at will," which means that an employee or New Way may terminate employment at any time for any reason or no reason.
5. I understand that, if hired, I may not take other employment that interferes with my ability to perform my job duties as scheduled.
6. I agree to comply with all company rules as stated in the company Policies and Procedures and Employee Handbook.
7. I understand that my employment will be terminated if I am denied the right to work by the Department of Justice.
8. I understand that the process of becoming employed will not be complete until I have completed all forms and other parts of the application process.

Signature of Applicant: _____

YOU WILL BE CONSIDERED FOR EMPLOYMENT AFTER YOU HAVE COMPLETED A HOME VISIT AND YOUR REFERENCES HAVE BEEN VERIFIED. WE WILL THEN NOTIFY YOU IF WE CONSIDER YOU A GOOD CANDIDATE FOR THE POSITION.

FOR OFFICE USE ONLY	
Candidate observed at: _____	Date: _____
Result of observation:	

Interviewed by/recommendation:	

References checked/comments/dates:	

Approved/not approved for hire by: _____	
Date: _____	

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