

NEW HORIZONS RANCH AND CENTER, INC
APPLICATION FOR EMPLOYMENT

Prospective employees will receive consideration without discrimination because of race, creed, color, sex, age, national origin, mental or physical disability, or marital status.

In processing this employment application, New Horizons Ranch & Center, Inc. will conduct a criminal background check for any felony or misdemeanor classified as an offense against persons or family, or of public indecency, or violation of the Texas Controlled Substance Act.

Have you ever been convicted of a crime?* Yes No
If yes, state nature of offense, when, where, and disposition.

*A conviction record will not necessarily be a bar to employment. This information will be used only for job-related purposes and only to the extent permitted by applicable law.

You have the right to request we disclose to you the nature and scope of the investigation requested. Such a request must be made in writing to New Horizons within a reasonable time after you complete this application.

Last Name	First	Middle	Date
-----------	-------	--------	------

Street Address	Home Phone
----------------	------------

City, State, Zip	Social Security Number
------------------	------------------------

Have you ever applied for employment with New Horizons?
Yes No If yes: Month & Year _____

Position/Type of work desired: _____

Are you seeking full time work? Yes No

Are you legally eligible for employment in the United States? _____

When will you be able to begin work? _____

List special skills: _____

How did you learn of New Horizons: _____

JOB APPLICATION
PAGE 2

Drivers License # _____ Type of license: A B C

List of all violations in last three years (1) _____

(2) _____ (3) _____ (4) _____

In case of emergency notify:

Name _____ Relationship _____

Phone: Work _____ Home _____

Address _____

School	Name & Location of school	Course of study	# of Years	Did you graduate	Degree/ diploma
Graduate School				Yes	
				No	
College				Yes	
				No	
High				Yes	
				No	
Specialized Training				Yes	
				No	

Please give accurate, complete full-time and part-time employment record, start with present or most recent employer. Include U.S. Military Service.

EMPLOYMENT

1. _____

Company Name _____ Telephone _____

Address _____ Employed (Month & Year)
From --- To

Name of Supervisor _____ Weekly Pay (Start – Last)

State job title and describe your work _____

Reason for leaving: _____

2. _____
Company Name Telephone

Address Employed (Month & Year)
From --- To

Name of Supervisor Weekly Pay (Start – Last)

State job title and describe your work

Reason for leaving:

3. _____
Company Name Telephone

Address Employed (Month & Year)
From --- To

Name of Supervisor Weekly Pay (Start – Last)

State job title and describe your work

Reason for leaving:

REFERENCES

List of three personal references ----(other than relatives)

1. _____
(Name, Address, Telephone)

2. _____
(Name, Address, Telephone)

3. _____
(Name, Address, Telephone)

Before employment applicant must have these items on file:

1. Personal character references checked.
2. Three (3) reference letters on file. (should not be a relative).
3. TB Tine test
4. Office forms filled out: Insurance, etc.
5. Must have Class "C" drivers license or better.

If I am employed by New Horizons Ranch & Center, Inc., I understand that my employment can be terminated by me or by the agency with or without cause and without prior notice. All policy statements of New Horizons Ranch & Center, Inc. Including Policy and Procedures Manuals and Employee Handbooks, are strictly internal guidelines issued at the sole discretion of New Horizons Ranch & Center, Inc. and do not have the effect of changing either the term or terminability of my employment.

The information provided in this application for employment is true, correct, and complete. If employed, any misstatement or omission of fact on this application may result in my dismissal.

I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future.

Date

Signature of Applicant

Date

Signature of Interviewer

**NEW HORIZONS RANCH AND CENTER, INC.
CONSENT FOR BACKGROUND CHECK**

I hereby authorize New Horizons Ranch and Center, Inc. to conduct a criminal background check at any time during my employment with New Horizons Ranch and Center, Inc. I understand that if a criminal charge is found at any time, it could result in the termination of my employment with New Horizons Ranch and Center, Inc.

Employee Signature

Date

Printed Name

