



Application for Employment

FOR THIS TYPE OF EMPLOYMENT, STATE LAW REQUIRES A CRIMINAL RECORD CHECK AS A CONDITION OF EMPLOYMENT.

We are pleased you are seeking employment with NAMI Central Georgia, Inc. Applicants with disabilities may be entitled to reasonable accommodations under the ADA and related state laws. A reasonable accommodation is a change in the way things are normally done which will ensure an equal employment opportunity without imposing an undue hardship on the company. Please Contact NAMI Central Georgia at (478) 328-0508 if you need assistance completing any forms or to otherwise participate in the application process.

This employment application does not create a contract or offer of employment. If hired, employment with the company will be on an at-will basis and can be terminated at the will of either you or the company.

Please be advised, this application for employment is only good for **30- days** from the date received by the Company. Consideration for employment after 30 days requires submission of a new application.

Personal

Applicant Name _____
Phone Number

Street Address _____
City _____
State _____
Zip Code

Email Address _____
Cell Phone Number

Please list all names you have used in the past: _____

Have you ever been employed by our Company? Yes, dates of employment: _____ No

How did you hear about our company and/or this job opening? _____

Have you ever applied for employment at our Company? Yes, dates applied: _____ No

Do you have any friends or relatives employed by this company? Yes No

If yes, please provide their names and relationship to you: _

Employment Desired

Position applying for: _____

Date Available: _____ Salary Desired: \$ _____ per _____

Are you interested in Temporary Full-Time Part-Time

What days and hours are you available to work? _____

Are you available to work: On weekends? Yes No Overtime? Yes No

Experience

List all present and past employment starting with your most recent employer (last five years is sufficient). Attach separate sheet if necessary. You must complete this section even if attaching a resume.

Employer Name *Phone Number*

Type of Business *Your Supervisor's Name*

Street Address *City* *State* *Zip Code*

Dates of Employment: _____
From *To*

Current Employer? Yes No May we contact this employer for a reference? Yes No

Your position and duties

Your reason for leaving

Employer #2

Employer Name *Phone Number*

Type of Business *Your Supervisor's Name*

Street Address *City* *State* *Zip Code*

Dates of Employment: _____
From *To*

May we contact this employer for a reference? Yes No

Your position and duties

Your reason for leaving

Employer #3

Employer Name

Phone Number

Type of Business

Your Supervisor's Name

Street Address

City

State

Zip Code

Dates of Employment:

From

To

May we contact this employer for a reference? Yes No

Your position and duties

Your reason for leaving

References

Please list three (3) individuals who are not related to you who have knowledge of your work performance and work experience, preferably former supervisors:

Reference #1

Reference Name

Phone Number

Company

Position

Reference #2

Reference Name

Phone Number

Company

Position

Reference #3

Reference Name

Phone Number

Company

Position

Skills and Qualifications:

Do you have any licenses, skills, training, awards that are relevant to the job for which you are applying?

Do you speak, write or understand any foreign languages? Yes No

If yes, describe which language(s) and how fluent of a speaker you consider yourself to be.

Can you perform the essential functions of the job for which you are applying, either with or without reasonable accommodation? Yes No

If no, please describe the functions that cannot be performed

(Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Hire may be subject to passing a medical examination, and to skill and agility tests.)

Can you meet the attendance requirements of this job? Yes No

APPLICANT'S CERTIFICATION AND SIGNATURE

Please read carefully, initial each paragraph and sign at the bottom of the page.

_____ I understand that, if hired, I will be required to provide proof of my legal authorization to work in the United States.

_____ I certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the information provided by me on this application are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

_____ I authorize the Company to thoroughly investigate my references, work record, education and other matters related to my suitability for employment. I further authorize the references I have listed to disclose to the Company all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I release the Company, my former employers and 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 this application, or conveyed during any interview which may be granted, or during my employment, if hired, is intended to create an employment contract between the Company and me. In addition, I understand and agree that if I am employed, my employment is at will and is for no definite or determinable period and may be terminated at any time, with or without prior notice, or with or without cause, at the option of either myself or the Company, and that no promises or representations contrary

This application, when completed and signed, becomes the property of the Company.

Print Name

Signature

Date