



**APPLICATION FOR EMPLOYMENT**

*Please answer all questions. Resumes are not a substitute for a completed application. Please print clearly.*

**We are an equal opportunity employer. Applicants are considered for positions without regard to race, religion, sex, national origin, age, disability, or any other category protected by applicable federal, state or local laws.**

THIS COMPANY IS AN AT-WILL EMPLOYER AS ALLOWED BY APPLICABLE STATE LAW. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS APPLICATION, IF HIRED, THE COMPANY OR I MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Position(s) Applied For: \_\_\_\_\_ Phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Present Address: \_\_\_\_\_ How long have you lived there? \_\_\_\_\_  
Street, Apt or Unit #, City, State and Zip Months - Years

Previous Address: \_\_\_\_\_ How long did you live there? \_\_\_\_\_  
Street, Apt or Unit #, City, State and Zip Months - Years

Desired salary / hourly rate: \_\_\_\_\_ Full-Time  Part Time  Specify hours: \_\_\_\_\_

Are you willing to work overtime? Yes  No  Date on which you can start work if hired: \_\_\_\_\_

How or where did you learn about this position? \_\_\_\_\_

If under the age of 18, can you produce the necessary work certificate at the time of employment? Yes  No

Are you either a US citizen or legally authorized to work in the United States? Yes  No

Have you previously applied for employment with New Morning? Yes  No  If yes, when? \_\_\_\_\_

Have you ever been employed by New Morning? Yes  No  If yes, provide dates of employment and reason for separation.  
(Use back of page if you need additional space.)

**INSTRUCTIONS FOR ANSWERING THE NEXT TWO QUESTIONS:**

- Do not include convictions that were sealed, eradicated, erased, annulled by a court, or expunged, or convictions that resulted in referral to a diversion program.
- You are not required to disclose the existence of any arrest, criminal charge or conviction, the records of which have been erased. Criminal records subject to erasure are records pertaining to a finding of delinquency or the fact that a child was a member of a family with service needs, an adjudication as a youthful offender, a criminal charge that has been dismissed or nolle (not prosecuted), a criminal charge for which the person was found not guilty, or a conviction for which the offender received an absolute pardon. Any person whose criminal records have been erased is deemed to have never been arrested within the meaning of the law as is applies to the particular proceedings that have been erased, and may swear so under oath.

Have you ever plead guilty or no contest to, or been convicted of any criminal offense other than the applicable exceptions listed above? Yes  No

Have you ever been arrested for any matters for which you are currently out on bail or on your own recognizance pending trial? Yes  No

CRIMINAL OFFENSES ONLY: if you answered Yes to either of the above two questions, please provide the date(s) and explain in accordance with the above instructions so that individual circumstances can be considered.

*Criminal convictions or arrests will not automatically disqualify an applicant from a particular job. The company will consider the nature of the crime, its seriousness, the substantial relation to the position's functions and qualifications, the number of occurrences, the applicant's age at the time of the crime, the time elapsed since the crime, the applicant's entire work and educational history, employment references and recommendations, and the business necessity of any exclusion when required by law.*

Have you ever initiated an act of violence in the workplace? Yes  No

If Yes, please provide the date(s) and explain so that individual circumstances can be considered. (A "Yes" answer will not necessarily disqualify you from employment.)

List all special skills that you feel qualify you for the position for which you are applying. (For example: computer programming, knowledge of the industry, special tools or equipment, etc.) Please also list why you are interested in working at New Morning. (Use back of page if you need additional space.)

Education	School Name and Location (City, State)	Course of Study	Graduate?	Years Completed	Degree/Major
High School					
College					
Bus/Tech/Trade or Post College					

Honors/Awards Received: \_\_\_\_\_

If applicable, list below any other names by which you have been known which may be necessary to allow us to confirm your work and educational record. For example, change of name, use of an assumed name, nickname, etc.

**REFERENCES**

Please list the names of additional work-related references we may contact. Individuals with no prior work experience may list school or volunteer-related references.

Name	Position	Company	Work Relationship	Telephone

Please list the names of personal references (not previous employers or relatives) who you know well that we may contact.

Name	Occupation	Address	Telephone	# Years Known

**WORK EXPERIENCE**

Please list the names of your present and/or previous employers in chronological order with present or last employer listed first. Account for all periods of time including any period of unemployment. If self-employed, supply firm name and business references. You may include any verifiable work performed on a volunteer basis, internships or military service. Your failure to completely respond to each inquiry may disqualify you for consideration for employment.

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<b><i>Employer Name</i></b> _____	<b><i>Address</i></b> _____	<b><i>Type of Business</i></b> _____
Telephone _____	Dates Employed From _____	To _____
Job Title _____	Duties _____	
Supervisor's Name _____	May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/> If No, why not? _____	
Starting Wage _____	Final _____	Reason for Leaving _____
What will this employer say was the reason your employment terminated? _____		
How much notice did you give when resigning? If none, please explain. _____		

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<b><i>Employer Name</i></b> _____	<b><i>Address</i></b> _____	<b><i>Type of Business</i></b> _____
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Job Title _____	Duties _____	
Supervisor's Name _____	May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/> If No, why not? _____	
Starting Wage _____	Final _____	Reason for Leaving _____
What will this employer say was the reason your employment terminated? _____		
How much notice did you give when resigning? If none, please explain. _____		

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Telephone _____	Dates Employed From _____	To _____
Job Title _____	Duties _____	
Supervisor's Name _____	May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/> If No, why not? _____	
Starting Wage _____	Final _____	Reason for Leaving _____
What will this employer say was the reason your employment terminated? _____		
How much notice did you give when resigning? If none, please explain. _____		

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Please explain fully all gaps in your employment history in excess of one month. \_\_\_\_\_

Have you ever been terminated or asked to resign from a job?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If yes, how many times? _____
Has your employment ever been terminated by mutual agreement?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If yes, how many times? _____
Have you ever been given the choice to resign rather than be terminated?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If yes, how many times? _____

If you answered Yes to any of the above three questions, please explain the circumstances of each occasion. (Use back of page if you need additional space.)

**APPLICANT CERTIFICATION**

I understand and agree that if driving is a requirement for the job for which I am applying, my employment and/or continued employment is contingent on possessing a valid driver's license for the state in which I reside and automobile liability insurance in an amount equal to the minimum required by law in the state where I reside.

I understand that the company may now have, or may establish, a drug-free workplace or a drug and/or alcohol testing program consistent with applicable federal, state and local law. If the company has such a program and I am offered a conditional offer of employment, I understand that if a pre-employment (post-offer) drug and/or alcohol test is positive, the employment offer may be withdrawn. I agree to work under the conditions requiring a drug-free workplace, consistent with applicable federal, state and local law. I also understand that all employees of the location, pursuant to the company's policy and federal, state and local law, may be subject to urinalysis and/or blood screening or other medically recognized tests designed to detect the presence of alcohol or illegal or controlled drugs. If employed, I understand that the taking of alcohol and/or drug tests is a condition of continual employment and I agree to undergo alcohol and/or drug testing consistent with the company's policies and applicable federal, state and local law.

If employed by the company, I understand and agree that the company, to the extent permitted by federal, state and local law, may exercise its right, without prior warning or notice, to conduct investigations of property (including, but not limited to, files, lockers, desks, vehicles and computers) and, in certain circumstances, my personal property.

I understand and agree that as a condition of employment and to the extent permitted by federal, state and local law, I may be required to sign confidentiality, restrictive covenant, and/or conflict of interest statements, as well as an agreement to arbitrate.

I certify that all the information on this application, my resume and any supporting documents I may present during any interview is and will be complete and accurate to the best of my knowledge. I understand that any falsification, misrepresentation, or omission of any information may result in disqualification from consideration for employment, or if employed, disciplinary action, up to and including immediate dismissal.

**THIS COMPANY IS AN AT-WILL EMPLOYER AS ALLOWED BY APPLICABLE STATE LAW. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS APPLICATION, IF HIRED, THE COMPANY OR I MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE. NOTHING IN THIS APPLICATION OR IN ANY DOCUMENT OR STATEMENT, WRITTEN OR ORAL, SHALL LIMIT THE RIGHT TO TERMINATE EMPLOYMENT AT-WILL. NO OFFICER, EMPLOYEE OR REPRESENTATIVE OF THE COMPANY IS AUTHORIZED TO ENTER INTO AN AGREEMENT, EXPRESS OR IMPLIED, WITH ME OR ANY APPLICANT FOR EMPLOYMENT FOR A SPECIFIED PERIOD OF TIME UNLESS SUCH AN AGREEMENT IS IN A WRITTEN CONTRACT SIGNED BY THE PRESIDENT OF THE COMPANY.**

IF HIRED, I AGREE TO CONFORM TO THE RULES AND REGULATIONS OF THE COMPANY, AND I UNDERSTAND THAT THE COMPANY HAS COMPLETE DISCRETION TO MODIFY SUCH RULES AND REGULATIONS AT ANY TIME, EXCEPT THAT IT WILL NOT MODIFY ITS POLICY OF EMPLOYMENT AT-WILL.

I authorize the company or its agents to confirm all statements contained in this application and/or resume as it relates to the position I am seeking and to the extent permitted by federal, state or local law. I agree to complete any requisite authorization forms for the background investigation.

I authorize and consent to, without reservation, any party or agency contacted by this employer to furnish the above-mentioned information. I hereby release, discharge, and hold harmless, to the extent permitted by federal, state and local law, any party delivering information to the company or its duly authorized representative pursuant to this authorization from any liability, claims, charges or causes of action which I may have as a result of the delivery or disclosure of the above requested information. I hereby release from liability the company and its representatives for seeking such information and all other persons, corporations or organizations furnishing such information.

If hired by this company, I understand that I will be required to provide genuine documentation establishing my identity and eligibility to be legally employed in the United States by this company. I also understand this company employs only individuals who are legally eligible to work in the United States.

THIS APPLICATION WILL BE CONSIDERED ACTIVE FOR A MAXIMUM OF SIXTY (60) DAYS. IF YOU WISH TO BE CONSIDERED FOR EMPLOYMENT AFTER THAT TIME, YOU MUST REAPPLY.

I CERTIFY THAT ALL OF THE INFORMATION THAT I HAVE PROVIDED ON THIS APPLICATION IS TRUE, ACCURATE, AND COMPLETE.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

If the applicant is a minor, the foregoing release and consent must be signed by the applicant's parent or legal guardian. Signature by the applicant's parent or legal guardian constitutes acknowledgement by the applicant and the parent or legal guardian that the company, to the extent permitted by federal, state and local law, can test the applicant for illegal or controlled substances, conduct inspections of property without notice, and communicate test results to company personnel who need to know, the applicant, and the applicant's guardian.

\_\_\_\_\_  
Parent or Legal Guardian Date Witness Date