

Serving crime victims in Lincoln, Lyon, Murray, and Redwood Counties of

Southwest Minnesota since 1981.

www.newhorizonscrisiscenter.org

Education & Outreach ·Crisis Nursery

General Crime · Parenting Time · Sexual Assault

# Equal Employment Opportunity Statement

It is the policy of New Horizons Crisis Center (NHCC) to provide equal employment opportunity for all, without discrimination on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, familial status, or age except where such status is a bona fide occupational qualification.

# Employment Application

## Applicant Information

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Full Name: | Last Name | First Name | M.I. | Date: | MM/DD/YY |
|  | Last | First | M.I. |  |  |

|  |  |  |
| --- | --- | --- |
| Address: | Street Address | Unit # |
|  | Street Address | Apartment/Unit # |

|  |  |  |  |
| --- | --- | --- | --- |
|  | City | State | Zip Code |
|  | City | State | ZIP Code |

|  |  |  |  |
| --- | --- | --- | --- |
| Phone: | Phone Number | Email: | Email Address |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date Available: | MM/DD/YY |  |  | Desired Salary: | $$ Salary |

|  |  |
| --- | --- |
| Position Applied for: | Position Applied For |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Do you have a Social Security Number? | YES | NO | If no, are you authorized to work in the U.S.? | YES | NO |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Have you ever worked for NHCC? | YES | NO | If yes, when? | If yes, when? |

## Education

|  |  |  |  |
| --- | --- | --- | --- |
| High School: | High School | Address: | Address |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| From: | MM/DD/YY | To: | MM/DD/YY | Did you graduate? | YES | NO | Diploma: | Diploma |

|  |  |  |  |
| --- | --- | --- | --- |
| College: | College | Address: | Address |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| From: | MM/DD/YY | To: | MM/DD/YY | Did you graduate? | YES | NO | Degree: | Degree |

|  |  |  |  |
| --- | --- | --- | --- |
| Other: | Other | Address: | Address |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| From: | MM/DD/YY | To: | MM/DD/YY | Did you graduate? | YES | NO | Degree: | Degree |

## References

Please list three professional references.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Full Name: | Last, First, M.I. | | Relationship: | Relationship |
| Company: | Company | | Phone: | Phone |
| Address: | Address | | | |
|  |  | |  |  |
| Full Name: | Last, First, M.I. | | Relationship: | Relationship |
| Company: | Company | | Phone: | Phone |
| Address: | | Address | | |
|  |  | |  |  |
| Full Name: | Last, First, M.I. | | Relationship: | Relationship |
| Company: | Company | | Phone: | Phone |
| Address: | Address | | | |

## Previous Employment

Begin with your current or most recent employer, then second most recent, etc. Make sure to complete all information. Do not indicate “see attached resume.”

|  |  |  |  |
| --- | --- | --- | --- |
| Employer: | Employer | Phone: | Phone |
| Address: | Address | Supervisor: | Supervisor |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Job Title: | Job Title | Starting Salary: | $$ Salary | Ending Salary: | $$ Salary |

|  |  |
| --- | --- |
| Responsibilities: | Responsibilities |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| From: | MM/DD/YY | To: | MM/DD/YY | Reason for Leaving: | Reason for Leaving |

|  |  |  |  |
| --- | --- | --- | --- |
| May we contact your previous supervisor for a reference? | YES | NO |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Employer: | Employer | Phone: | Phone |
| Address: | Address | Supervisor: | Supervisor |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Job Title: | Job Title | Starting Salary: | $$ Salary | Ending Salary: | $$ Salary |

|  |  |
| --- | --- |
| Responsibilities: | Responsibilities |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| From: | MM/DD/YY | To: | MM/DD/YY | Reason for Leaving: | Reason for Leaving |

|  |  |  |  |
| --- | --- | --- | --- |
| May we contact your previous supervisor for a reference? | YES | NO |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Employer: | Employer | Phone: | Phone |
| Address: | Address | Supervisor: | Supervisor |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Job Title: | Job Title | Starting Salary: | $$ Salary | Ending Salary: | $$ Salary |

|  |  |
| --- | --- |
| Responsibilities: | Responsibilities |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| From: | MM/DD/YY | To: | MM/DD/YY | Reason for Leaving: | Reason for Leaving |

|  |  |  |  |
| --- | --- | --- | --- |
| May we contact your previous supervisor for a reference? | YES | NO |  |

## Military Service

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Branch: | Military Branch | From: | MM/DD/YY | To: | MM/DD/YY |

|  |  |  |  |
| --- | --- | --- | --- |
| Rank at Discharge: | Rank at Discharge | Type of Discharge: | Type of Discharge |

|  |  |
| --- | --- |
| If other than honorable, explain: | If other than honorable, please explain here. |

## Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview will disqualify me from consideration for employment, and constitute grounds for immediate dismissal should I be hired/employed.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: | Type Electronic Signature Here | Date: | MM/DD/YYYY |