



Application For Employment

New Generation, Inc. is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, color, creed, religion, ancestry, age, sex, marital status, national origin, disability or handicap, or veteran status.

PERSONAL:

Name _____ Date _____
 Last First M.I.

Address _____
 Number and Street City State Zip Code

Position Applying For _____ Full Time _____ Part Time _____

Date Available _____ Salary Desired _____ Phone _____

Social Security Number _____ are you 18 years old? Yes _____ No _____

Are you legally eligible for employment in the United States? Yes _____ No _____

**If offered employment, you will be required to provide documentation to verify eligibility.*

EDUCATION:

High School: Number of years completed (please circle one) 1 2 3 4

Diploma: _____ Yes _____ No G.E.D. _____ Yes _____ No

School(s) _____ City and State _____

College and/or Vocational Schools:

Number of years completed (please Circle one) 1 2 3 4

School(s) _____ City and State _____

Major _____ Degrees Earned _____

Other Training or Degrees _____

PROFESSIONAL LICENSE OR MEMBERSHIP:

Type of License held _____

Other Professional Memberships _____

* You need not disclose membership in professional organizations that may reveal information regarding race, color, creed, sex, religion, national origin, ancestry, age, disability, marital status, veteran status or any other protected status.

SKILLS:

Office: Computer (Word, Excel, PowerPoint, etc.) _____

Other Software Skills _____

RECORD OF CONVICTION:

During the last ten years, have you ever been convicted of a crime other than a minor traffic offense?

Yes _____ No _____ If yes please explain _____

A conviction will not necessarily automatically disqualify you for employment. Rather, such factors as age and date of conviction, seriousness and nature of the crime, and rehabilitation will be considered.

EMPLOYMENT: LIST LAST EMPLOYER FIRST, INCLUDING MILITARY SERVICE.

May we contact your present employer? Yes ____ No ____ if any employment was under a different name, please indicate name used.

Employer _____ Address _____

Telephone _____ Position Held _____

Dates of Employment: From (Month/Year) _____ To (Month/Year) _____

Salary _____ Supervisor _____

Duties _____

Reason For Leaving _____

Employer _____ Address _____
Telephone _____ Position Held _____
Dates of Employment: From (Month/Year) _____ To (Month/Year) _____
Salary _____ Supervisor _____
Duties _____

Reason For Leaving _____

Employer _____ Address _____
Telephone _____ Position Held _____
Dates of Employment: From (Month/Year) _____ To (Month/Year) _____
Salary _____ Supervisor _____
Duties _____

Reason For Leaving _____

If you wish to describe additional work experience, attach the above information for each position on a separate piece of paper.

APPLICANTS CERTIFICATION AND AGREEMENT

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge and authorize New Generation, Inc. to verify their accuracy and to obtain reference information on my work performance. I hereby release New Generation, Inc. from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an employment decision based upon such information.

I understand that, if employed, falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for dismissal.

I understand that should an employment offer be extended to me and accepted that I will fully adhere to the policies, rules and regulations of employment of the Employer. However, I further understand that neither the policies, rules, regulations of employment nor anything said during the interview process shall be deemed to constitute the terms of an implied employment contract. I understand that any employment offered is for an indefinite duration and at will and that either New Generation, Inc. or I may terminate my employment at any time with or without cause.

Signature of Applicant

Date

