

OPEN DOOR CENTER APPLICATION FOR EMPLOYMENT

129 3rd Ave NE Valley City, ND 58072 701-845-1124 Fax 845-1175

Open Door Center is an Equal Opportunity Employer.

Date: _____

Name: _____
Last First Middle

Address: _____
Street (Apt#) City State Zip

Phone #: _____ Email: _____

Are you 18 years or older? Yes _____ No _____

Have you ever been substantiated as a perpetrator of child/client abuse, neglect or mistreatment? Yes ___ No ___

Are you legally eligible for employment in the U.S.? Yes ___ No ___

Do you hold a valid driver's license? Yes ___ No ___

If no, are you willing to obtain a driver's license? Yes ___ No ___

Are you a military veteran? Yes ___ No ___

Have you been convicted of a felony within the last 7 years? Yes ___ No ___

If yes, please explain (Conviction will not necessarily disqualify an applicant from employment.)

Position desired: _____

Are you available to work: full-time ___ part-time ___

If part-time, number of hours per week _____ Hours available to work (check all that apply):

Mornings (6:30-8:00a) ___ Days (8a-5p) ___ Evenings (4:30-9:30p) ___ Nights awake (10p-8a) ___

Nights sleep (10p-8a) ___ Weekends ___ Eagles Nest Bookstore (part-time) ___ Lisbon ___

Applied/worked here before? ___ When? ___ Where? ___ Supervisor _____

Reason for leaving _____

School	Name & Location	Did you Graduate	Years Completed	Diploma or Field of Degree
High School				
College				
Vocational				

Previous or Current EMPLOYER(s): (start with current/or last employer)

1. **Company Name or Employer Name:** _____

Phone #: _____ **Name of Supervisor** _____

Address: _____

Street

(Apt#)

City

State

Zip

Starting Date _____
Month Year

Leaving Date _____
Month Year

Job Title _____ Starting Wage _____ Final Wage _____

Description of Work

Reason for Leaving

2. **Company Name or Employer Name:** _____

Phone #: _____ **Name of Supervisor** _____

Address: _____

Street

(Apt#)

City

State

Zip

Starting Date _____
Month Year

Leaving Date _____
Month Year

Job Title _____ Starting Wage _____ Final Wage _____

Description of Work

Reason for Leaving

AUTHORIZATION:

I understand that Open Door Center conducts random drug testing and reasonable suspicion drug and alcohol testing according to established policies.

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed; falsified statements on this application shall be grounds for dismissal. Having made application, **I hereby authorize Open Door Center to investigate my past record and to ascertain any, all information which may concern my record and character, whether same is of record or not, and hereby authorize my past and present employers, references, educational institutions and all persons who may have relevant information to release such information to Open Door Center.** Further I release my present and past employers, references, educational institutions and all persons whomsoever from any damage or liability because of furnishing said information.

I understand that nothing contained in this employment application or in the granting of an interview is intended to create a contract between me and this company for either employment or the provision of any benefits. I further understand that if an employment relationship subsequently is established, it is for no definite period, and I will have the right to terminate my employment and, without prior notice, the company will have a similar right, regardless of the date of payment of wages.

Date _____ Signature _____