



## Application for Employment

We are an Equal Employment Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status. Please advise us if any special accommodations are required in order to assist you in the application process.

Position Applied For:		Salary Requested:		Date:		
How Did You Learn About Us?						
Advertisement/Agency (Name) _____		Employee Referral ( Name) _____		Relative _____	Other _____	
Last Name		First Name		Middle Name		
Address		City		State	Zip Code	
Telephone Number(s) Day (     ) _____		Evening (     ) _____		Email _____		
<b>Education</b>	Name and Location of Institution		Hrs/Credits	Degree Received	Major	GPA
High School						
College						
Graduate/Professional						

**Employment History** Start with your present or last job and list all employers.

Employer:	Dates Employed		Description of Duties Performed
Address	From	To	
Telephone Number			
Job Title			
Reason for Leaving			
Employer:	Dates Employed		Description of Duties Performed
Address	From	To	
Telephone Number			
Job Title			
Reason for Leaving			
Employer:	Dates Employed		Description of Duties Performed
Address	From	To	
Telephone Number			

Job Title			
Reason for Leaving			

**Describe any specialized training, apprenticeships, skills and extra-curricular activities you believe would help you in the job you applied for.**

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**Professional References** - List three persons not related to you who can address your qualifications and experience.

Name	Address	Telephone	Relationship	Years Known
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____

**Miscellaneous**

Are you 18 years of age or older?  Yes  No

Are you legally authorized to work in the United States?  
 Yes  No

**(Proof of identity and eligibility will be required upon employment)**

Can you travel if the position requires it?  Yes  No

When will you be available to begin work?  
 \_\_\_\_\_

**Certification**

I hereby affirm that the information provided on this application (and accompanying resume, if any) is true and complete to the best of my knowledge. I also agree that any falsified information or significant omissions may disqualify me from further consideration for employment and may be considered justification for dismissal, if discovered at a later date. I hereby agree to submit to any lawful drug testing that may be required as a condition of employment or continued employment and understand that refusal to submit to such testing during the course of my employment may result in disciplinary action, up to and including discharge. In addition, I authorize the NASMHPD Research Institute, Inc., (NRI) to conduct a thorough investigation of my past employment and activities, agree to cooperate in such investigation and unconditionally release from all liability or responsibility all persons and corporations requesting or supplying such information. I authorize any former employer, present employer, police department, creditor, finance bureau(s) or office(s), schools (colleges) and /or any other person or persons to give any information or records that they may have concerning my past work record, past credit reports, past educational records and any other information which bears on my character and my ability to perform the job for which I am being considered or any future job in the event that I am hired. I understand that according to federal law all individuals who are hired must, as a condition of employment, produce certain documentation to verify their identify and U.S. citizen status or, if aliens, their legal authorization to work in the U.S. As a consequence, I understand that any offer of employment would be contingent on my ability to produce the required documentation within the time period required by law.

If hired, I agree to abide by all of NRI's rules and regulations, and understand that, if employed, my employment may be terminated with or without cause, and with or without notice, at any time, at the option of either NRI or myself, unless an explicit employment contract exists that has been authorized by the Executive Director/CEO or Board of Directors.

I have read this employment application and I fully understand its contents.

**Date** \_\_\_\_\_ **Signature** \_\_\_\_\_ **Applicant (Print)** \_\_\_\_\_ **Applicant** \_\_\_\_\_

<b>Human Resources Only:</b>
<b>Application Status:</b> _____ <b>Signature:</b> _____ <b>Date:</b> _____