

**NEW BEGINNINGS, INC.**  
**APPLICATION FOR EMPLOYMENT**

Applicants are considered for all positions without regard to race, color, religion, sexual orientation, national origin, age, gender identity or expression, marital or veteran status or the presence of a non-job related medical condition or handicap.

**PLEASE PRINT**

Date of Application: \_\_\_\_\_

Position(s) applied for: \_\_\_\_\_

Referral Source:    Advertisement \_\_\_    Friend \_\_\_    Relative \_\_\_    Employment Agency \_\_\_

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

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_                      Social Security: \_\_\_\_\_

Email address: \_\_\_\_\_

Have you filed an application here before? (If yes, give date) \_\_\_\_\_

Have you (or an immediate family member) ever been a client of New Beginnings? (If yes, which programs and give dates)

\_\_\_\_\_

Have you ever been a New Beginnings employee? (If yes, give date) \_\_\_\_\_

Do you have an immediate family member who is a current employee? (If yes, name and relationship of family member and department they work in) \_\_\_\_\_

Are you employed now? \_\_\_\_\_

May we contact your employer? \_\_\_\_\_

On what date would you be available for work? \_\_\_\_\_

Can you travel if a job requires it? \_\_\_\_\_

List any moving traffic violations, or any pending charges against you (including OUI) in the past 5 years (Certain positions require a driving record which is acceptable to our insurance company)

\_\_\_\_\_  
\_\_\_\_\_

Have you any criminal or civil convictions or any pending charges against you? (If yes, please explain)\*

\_\_\_\_\_  
\_\_\_\_\_

Has there ever been an allegation of child abuse or neglect against you, which has been substantiated by the Maine Department of Human Services or its counterpart in other states? \_\_\_\_\_

If you are an immigrant, can you work legally in the United States? \_\_\_\_\_

\*New Beginnings is required by State regulations to do a State Bureau of Investigation check (SBI). If the SBI check shows criminal convictions and you have answered NO in the above application, this could be a basis for dismissal.

**EMPLOYMENT EXPERIENCE**

Start with your present or last job. Include military service assignments and volunteer activities. Exclude organizations names which indicate race, color, religion, sex or national origin.

Employer:	Address:
Telephone:	Supervisor:
Job Title:	Work Performed:
Dates Employed: From:      To:	Salary Range: Start:      End:
Reason For Leaving:	

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Telephone:	Supervisor:
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Dates Employed: From:      To:	Salary Range: Start:      End:
Reason For Leaving:	

If you need additional space, please continue on a separate sheet of paper.

**SPECIAL SKILLS AND QUALIFICATIONS**

Summarize social skills and qualifications acquired from employment or other experiences:

What are your career goals? (Use additional sheets if necessary)

What do you feel qualifies you for this position?

What personal accomplishments would you hope to achieve through this position?

**EDUCATION**

School Name/Address

Elementary School:

High School:

College:

Graduate School:

Years Completed (circle)

Elementary 4 5 6 7 8 - High School 9 10 11 12 - College 1 2 3 4 - Graduate 1 2 3 4

Diploma/Degree (date/degree):

High School:

College:

Graduate:

Describe course of study for:

High School:

College:

Graduate:

Honors Received:

Describe specialized training, apprenticeships, skills and extra - curricular activities:

List professional, trade, business or civic activities and offices held: (You may exclude those which indicate race, color, religion, sex or national origin)

List three (3) references, including your last two supervisors. Please do not include any relatives.

1.           Name:  
              Address:  
              Telephone Number:  
              Relationship:
  
2.           Name:  
              Address:  
              Telephone Number:  
              Relationship:
  
3.           Name:  
              Address:  
              Telephone Number:  
              Relationship:

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**APPLICANT'S STATEMENT**

I certify that answers given herein are true and complete to the best of my knowledge. I hereby authorize New Beginnings, Inc. to contact those persons it deems appropriate to investigate or verify any information provided by me in this application to discuss my suitability for employment or volunteer service, including my background, past performance, education or related matters.

I also authorize New Beginnings to obtain information pertaining to any charges and/or convictions I may have had for federal and state criminal law violations. I understand that this information will be gathered from any law enforcement agency of this state or any state or federal government, to the extent permitted by state and federal law.

I expressly give my consent to any discussions regarding the foregoing and I voluntarily and knowingly waive all rights to bring an action for defamation, invasion of privacy, or similar causes of action, against anyone providing or seeking such information.

I understand that this application is not intended to be a contract of employment and that New Beginnings employs its personnel "at will" under Maine State law.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date