

Employment Application

**Muse Treatment and Recovery Center
An Equal Opportunity Employer**

Please Print

Date Last Name First Name Middle Initial

Present Address

Address City State ZIP

Permanent Address (if different from present address)

Address City State ZIP

Home Phone Number Cell Phone Number

Employment Desired

Position applying for: _____

Personal Information

How did you hear about our company and this job opening? _____

Have you ever applied to or worked for A New Start before? ___ Yes ___ No

If yes, when? _____

Why are you applying for work at A New Start? _____

If hired, would you have a reliable means of transportation to and from work? ___ Yes ___ No

Are you at least 18 years old? (If under 18, hire is subject to verification that you are of minimum legal age.)
___ Yes ___ No

Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation? ___ Yes ___ No

Employment Application

If no, describe the functions that cannot be performed. _____

(Note: We comply with the ADA and consider reasonable accommodation measures that *may* be necessary for eligible applicants/employees to perform essential functions. Hire may be subject to passing a medical examination, and to skill and agility tests.)

We may refuse to hire relatives of present employees if doing so could result in actual or potential problems in supervision, security, safety, or morale, or if doing so could create conflicts of interest.

Education, Training, and Experience

School	Name and Address	No. of Years Completed	Graduate?	Degree or Diploma
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High School	Name _____	_____	Yes ___ No ___	_____
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Address _____	City _____	_____	State _____	ZIP _____
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College/ University	Name _____	_____	Yes ___ No ___	_____
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Address _____	City _____	_____	State _____	ZIP _____
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Vocational/ Business	Name _____	_____	Yes ___ No ___	_____
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Address _____	City _____	_____	State _____	ZIP _____
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Health Care Training	Name _____	_____	Yes ___ No ___	_____
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Address _____	City _____	_____	State _____	ZIP _____
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Employment History

List below all present and past employment starting with your most recent employer (last five years is sufficient). You must complete this section even if attaching a resume.

Employer #1

Name of Employer _____ Phone Number _____

Type of Business _____ Your Supervisor's Name _____

Address & Street _____ City _____ State _____ Zip Code _____

Dates of Employment: _____

From _____ To _____

Current Employer? Yes No

Position and Duties: _____

Reason for Leaving: _____

May we contact this employer for a reference? Yes No

Employer #2

Name of Employer _____ Phone Number _____

Type of Business _____ Your Supervisor's Name _____

Address & Street _____ City _____ State _____ Zip Code _____

Dates of Employment: _____

From _____ To _____

Current Employer? Yes No

Position and Duties: _____

Reason for Leaving: _____

May we contact this employer for a reference? Yes No

References

List below three persons not related to you who have knowledge of your work performance within the last three years.

_____	_____	_____	_____
First Name	Last Name	Phone Number	
_____	_____	_____	_____
Address & Street	City	State	Zip Code
_____	_____	_____	_____
Occupation		No. of Years Acquainted	
_____	_____	_____	_____
First Name	Last Name	Phone Number	
_____	_____	_____	_____
Address & Street	City	State	Zip Code
_____	_____	_____	_____
Occupation		No. of Years Acquainted	
_____	_____	_____	_____
First Name	Last Name	Phone Number	
_____	_____	_____	_____
Address & Street	City	State	Zip Code
_____	_____	_____	_____
Occupation		No. of Years Acquainted	

Please Read Carefully, Initial Each Paragraph and Sign Below

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment will be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

INITIALS

I hereby authorize A New Start to thoroughly investigate my references, work record, education and other matters related to my suitability for employment unless otherwise specified above. I further authorize the references I have listed to disclose to the company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the Company, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

INITIALS

I understand that nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and the Company. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or the Company, and that no promises or representations contrary to the foregoing are binding on the company unless made in writing and signed by me and the Company's designated representative.

INITIALS

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.

INITIALS

DATE

APPLICANT'S SIGNATURE

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Optional

INITIALS

Should a search of public records be conducted by internal personnel employed by the Company, I am entitled to copies of any such public records obtained by the Company unless I mark the check box below. If I am not hired as a result of such information, I am entitled to a copy of any such records even though I have checked the box below. "Public records" are defined by California state law and means records documenting an "arrest, indictment, conviction, civil judicial action, tax lien, or outstanding judgment." (Civil Code section 1786.53) Any public records request conducted by internal personnel employed by the Company will only be used to the extent allowed by federal, state, or local law.

_____ I waive receipt of a copy of any public record described in the paragraph above.

DATE

APPLICANT'S SIGNATURE

Optional

The information requested below is necessary for the specific position for which you are applying. A "yes" answer will not necessarily disqualify you from the position. The nature of the offense, the date of the offense, the surrounding circumstances and the relevance of the offense to the position applied for may, however, be considered.

Any information regarding criminal history will be maintained confidentially.

Have you ever been convicted of a criminal offense (felony or serious misdemeanor)?

(Please do not list misdemeanor convictions for marijuana-related offenses that are more than two years old and convictions that have been judicially dismissed or ordered sealed pursuant to law.)

_____ Yes

_____ No

If yes, state nature of the crime(s), when and where convicted, and disposition of the case.

DATE

APPLICANT'S SIGNATURE

FOR COMPANY USE ONLY

Interviewed: yes no

Remarks:

Employed: yes no

Starting Date: _____

Job Title: _____

Salary: _____

Additional Comments: _____

A NEW START AGENT

DATE