



Centre

New Richmond Area Centre EMPLOYMENT APPLICATION

GENERAL INFORMATION

Date _____

Name _____
Last First Middle

Phone Number _____ E-Mail _____

Present Address _____
Street City State Zip

Permanent Address _____
Street City State Zip

How did you hear of this position? _____ Referred by _____

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

Are you at least 18 years old? Yes _____ No _____ Are you at least 15 years old? Yes _____ No _____
If you are under age 18, you may be required to provide a work permit prior to working.

Position(s) Desired _____

Wages or Salary Expected _____ Date Available _____

Full Time _____ (30-40 hrs per week) Seasonal: _____ Winter
Part Time _____ (19-30 hrs per week) _____ Spring
Part Time _____ (10-19 hrs per week) _____ Summer
Part Time _____ (0-10 hrs per week) _____ Fall

Please indicate the hours you are available to work during both days and evenings. (facility hours vary between 5:00 a.m. - 9:00 p.m.):

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Educational History

School name	Location (city, state)	Major course or subject	Dates attended		Graduated		Highest Grade Completed/Degree
			From	To	Yes	No	
High school			n/a	n/a			
Technical/trade (after high school)							
College (list all attended)							
Other education/training/first aid/cpr							

Employment Record

Starting with present or most recent, list all previous employers. Include self-employment and summer and part-time jobs. If more space is required, please continue on a separate sheet. You may attach a resume, but complete this application as well.

Last or present employer		Type of business	Describe major duties/accomplishments
Street address		Phone number	
City	State	ZIP code	
Supervisor's name		Phone number	
Salary		Dates worked	
Starting	From		
Final	To		
Reason for leaving			

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Street address		Phone number	
City	State	ZIP code	
Supervisor's name		Phone number	
Salary		Dates worked	
Starting	From		
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City	State	ZIP code	
Supervisor's name		Phone number	
Salary		Dates worked	
Starting	From		
Final	To		
Reason for leaving			

REFERENCES *(Please include one relative—aunt, uncle, cousin, etc.)*

Name	Address	Phone	Business	Years known

Have you ever been convicted of a felony? Yes No

Have you been convicted of a misdemeanor committed within the past 5 years, or were you imprisoned for a misdemeanor which occurred more than 5 years ago? Yes No

Have you been convicted of a crime against a child? Yes No

If “yes” to any of the above, please list explanation below. This information will not necessarily bar an applicant from employment.

Employment with the Centre will be contingent on satisfactory clearance of criminal history records of convictions. A conviction does not serve as an automatic bar to employment.

I understand that employment at this company is “at will,” which means that either I or the Centre can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute. All employment is continued at that basis. I understand that no supervisor, manager or executive of the company, other than the president in a signed written document, has any authority to alter the foregoing.

Date _____ Applicant’s Signature _____

I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts may result in dismissal. Further, I understand and agree that my employment is for no definite period, and may, regardless of the day of payment of my wages and salary, be terminated at any time, with or without cause, and with or without prior notice.

Date _____ Applicant’s Signature _____

New Richmond Area Centre Voluntary Self-Identification Information

The New Richmond Area Centre, Ltd. is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to sex, race, color, national origin or ancestry, age, handicap, marital status, source of income, class, physical characteristics, sexual orientation or political beliefs.

As an Equal Opportunity Employer, we comply with government regulations and affirmative action responsibilities. To help us comply with government record keeping, reporting and other legal requirements, please complete this Voluntary Self-Identification Information. This data is for analysis and affirmative action reporting only and submission is voluntary. **This data will be kept confidential and will be separated from your Application for Employment.**

NAME _____ DATE _____

POSITION APPLIED FOR _____

SEX: MALE _____ FEMALE _____

RACE/ETHNIC BACKGROUND:

WHITE _____ BLACK _____ HISPANIC _____

AMERICAN _____ ASIAN/PACIFIC ISLANDER _____

VETERAN: YES _____ NO _____

According to the American with Disabilities Act, the term "disability" means, with respect to an individual, a physical or mental impairment that substantially limits one or more of the major life activities of that individual, a record of such an impairment, or being regarded as having such an impairment.

Please check all that apply:

_____ I am a person with a disability. _____ I am a disabled veteran.

HOW DID YOU FIND OUT ABOUT THIS JOB?

If you choose to complete this form,
please return with your application to the New Richmond Area Centre,
428 South Starr Avenue, New Richmond, WI 54017

This data is for compliance purposes only and will not be considered in the hiring process.