

APPLICATION FOR EMPLOYMENT

Please Print Clearly and Answer All Questions. Resumes Are Not a Substitute For A Completed Application



TO APPLICANT: We appreciate your interest in New Horizons and Strategic Outsourcing, Inc. A clear and full understanding of your background and work history will aid in placing you in the position for which you apply. Applicants will be considered without discrimination because of race, color, sex, age, religion, national origin, marital status, disability, veteran's status, or other legally protected status.



Date: _____ Position Title: _____

Name _____ Telephone number (____) _____

Present Address (Street, Apt. or Unit No.) _____

City/ State/ Zip _____

Are you legally eligible for employment in the United States? Yes No Desired Salary _____

Are you willing to travel if required of your job? (Required for some positions) Yes No

Are you seeking Full, Part-time or PRN Work? _____

Day, evening or night shift desired? First Choice _____ Second Choice _____

When are you available to begin work? _____

New Horizons of the Treasure Coast must provide 24-hour-a-day service to its clients. Therefore, many of our jobs require employees to sometimes work overtime, weekends and holidays. Are you agreeable, as a condition of employment, to work whatever schedule is necessary to help us meet our objectives and our obligations to our clients?
Yes No

Are you able to perform the essential functions of the position for which you are applying with or without reasonable accommodation?
Yes No Reasonable accommodations may be provided to qualified individuals with disabilities in accordance with the Americans with Disabilities Act (ADA) and applicable state and local laws.

If related to anyone in our employ, please state name and department:

Have you been convicted of a felony or pleaded nolo contendere (no contest) to a felony; or pleaded guilty to a felony? (Include any and all instances of the foregoing even if adjudication was withheld.) Yes No
If yes, describe in full, including date(s). (Answering yes will not necessarily be a bar to employment and will be considered in relationship to the position for which you are applying.)

If a license is required for the position for which you are applying (drivers or other), please list the following:
Professional License Number: _____ State of Issuance: _____ License Type: _____
Driver's License Number: _____ State of Issuance: _____ License Type: _____

Drivers PLEASE NOTE: Positions with driving requirements require a current and valid State of Florida driver's license with no more than 6 points with in the last 3 years.

LIST BELOW YOUR EDUCATIONAL INFORMATION.

Education	School Name and Location	Course of Study	Graduate? Yes / No	Mo/Year	Degree/Diploma
High School/GED					
College (Bachelor's)					
College (Master's)					
Certificates/Bus./Tech.					

List your computer, foreign language skills and/or work experience which you feel qualifies you for the job for which you are applying:

LIST BELOW ALL PRESENT AND PAST EMPLOYMENT BEGINNING WITH MOST RECENT.

Name & Address of Company (<i>Describe business type</i>)		Dates Employed	
_____		From _____	To _____
_____		Job Title _____	
_____		Starting Salary _____	
Supervisor's Name _____		Ending Salary _____	
Phone Number _____		_____	
Reason Left _____		_____	
Duties _____		_____	
_____		_____	
Reference Contact: Name _____		Phone _____	

Name & Address of Company (<i>Describe business type</i>)		Dates Employed	
_____		From _____	To _____
_____		Job Title _____	
_____		Starting Salary _____	
Supervisor's Name _____		Ending Salary _____	
Phone Number _____		_____	
Reason Left _____		_____	
Duties _____		_____	
_____		_____	
Reference Contact: Name _____		Phone _____	

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_____		Job Title _____	
_____		Starting Salary _____	
Supervisor's Name _____		Ending Salary _____	
Phone Number _____		_____	
Reason Left _____		_____	
Duties _____		_____	
_____		_____	
Reference Contact: Name _____		Phone _____	

LIST BELOW TWO CHARACTER REFERENCES THAT WE MAY CONTACT.

Name:
Address:
Phone Number:

Name:
Address:
Phone Number:

I certify that all the information on this application, my resume, or any supporting documents is correct, and I understand that any misrepresentation or omission of any information will result in disqualification from consideration for employment or, if employed, my termination.

I understand that this application is not a contract, offer or promise of employment. If hired, I will be able to resign at any time for any reason. Likewise, New Horizons can terminate my employment at any time, with or without any reason or notice, regardless of the successful completion of my introductory period. I understand that no supervisor or other representative of New Horizons other than the President/CEO has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing.

I authorize New Horizons or its agents to investigate all statements contained in this application and/or resume. I further understand that a background check may be made including, but not limited to, criminal history, driving record, employment, military, education and general public records which will provide information concerning my character and general reputation. I hereby authorize my former employers, educational institutions or other reference providers to furnish all information pertaining to my work or educational record. I release my former employers, educational institutions, supervisors and references from all liability on account of furnishing information to New Horizon or its agents.

I understand that, as a condition of employment I may be required to sign a non-compete agreement, a conflict of interest statement and/or an arbitration agreement and I hereby agree to arbitrate all disputes regarding my application for employment and any employment related matters rather than resolving them in court or other forum. I understand that New Horizons is a drug-free workplace and has a post-accident drug testing program. I understand that if I am offered a conditional offer of employment I agree to work under the conditions requiring a drug-free workplace. I also understand that all employees of the location may be subject to urinalysis and/or blood screening or other medically recognized tests designed to detect the presence of alcohol or controlled drugs. If detected, the offer of employment will be withdrawn. If employed, I understand that the taking of alcohol and/or drug tests is a condition of continual employment and I agree to undergo random, fitness for duty, return to work and reasonable suspicion alcohol and drug testing. Refusal to take such tests when requested to do so or unsatisfactory test results may result in termination.

This application is current for only sixty (60) days. At the conclusion of this time, if you have not heard from New Horizons and still wish to be considered for employment it will be necessary for you to complete a new application.

Applicant Signature _____

Date _____