

Northwestern Community Services  
209 West Criser Road, Suite 300  
Front Royal, Virginia 22630

An Equal Opportunity Employer

Providing Mental Health, Mental  
Retardation, Substance Abuse, and  
Prevention Services for Clarke,  
Frederick, Shenandoah, Page and Warren  
Counties and the City of Winchester.

### EMPLOYMENT APPLICATION

Applicants are afforded equal opportunity in all aspects of employment without regard to race, color, religion, national origin, sex, political affiliation, handicap or age.

**Please type or print in dark ink.**

Date: \_\_\_\_\_

Position Applied for: \_\_\_\_\_

(Title)

(Position Number)

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

(Last)

(First)

(M.I.)

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

(Number and Street)

\_\_\_\_\_

(City)

(State)

(Zip)

Telephone ( ) \_\_\_\_\_ ( ) \_\_\_\_\_ ( ) \_\_\_\_\_

(Home)

(Work)

(Cell)

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

Are you legally eligible to work in the United States? Yes \_\_\_\_\_ No \_\_\_\_\_

*Proof of identity and eligibility for employment in the United States will be required upon employment.*

Have you ever been employed with Northwestern Community Services before? Yes \_\_\_\_\_ No \_\_\_\_\_

If so, when? \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Position (s) Held: \_\_\_\_\_

Have you even been convicted of any offense against the law? Yes \_\_\_\_\_ No \_\_\_\_\_

*Omit juvenile offenses and minor traffic violations.*

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

**Education**

	Elementary	High	College/University	Graduate/Professional
<b>Name and location of school</b>				
<b>Years Completed</b>	1 2 3 4 5 6 7 8	9 10 11 12	1 2 3 4	1 2 3 4
<b>Diploma/Degree Received</b>				
<b>Major Course of Study</b>				

Additional Training, Special Skills, Qualifications

*(typing, shorthand, foreign languages, publications, scholastic honors, etc):*

Professional Licenses and Certifications (If Applicable)

TYPE	LICENSE NUMBER	EXPIRATION DATE	GRANTED BY (License Board)

**REFERENCES:** List names, addresses, and telephone numbers of three persons not related to you, who would know your qualifications.

Name	Title	Address	Telephone Number

**EXPERIENCE: Begin with your current or most recent job.** Include also, any military or volunteer experience. Additional experience should be listed by attaching additional sheets or a personal resume. Please provide all requested information.

Employer: _____	Telephone Number: _____
Address: _____	Job Title: _____
Supervisor: _____	Dates Employed: _____
Hourly Rate/Salary: Starting: _____	Final: _____
Work Performed: _____	
_____	
_____	
Reason for Leaving: _____	

Employer: _____	Telephone Number: _____
Address: _____	Job Title: _____
Supervisor: _____	Dates Employed: _____
Hourly Rate/Salary: Starting: _____	Final: _____
Work Performed: _____	
_____	
_____	
Reason for Leaving: _____	

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Address: _____	Job Title: _____
Supervisor: _____	Dates Employed: _____
Hourly Rate/Salary: Starting: _____ Final: _____	
Work Performed: _____	
_____	
_____	
Reason for Leaving: _____	

May we obtain employment references from your past employers? Yes \_\_\_\_\_ No \_\_\_\_\_

May we obtain employment references from your current employer? Yes \_\_\_\_\_ No \_\_\_\_\_

May we conduct a background check (if applicable) of your qualifications and character? Yes \_\_\_\_\_ No \_\_\_\_\_

*If no, please explain* \_\_\_\_\_

**NOTE: NWCS is a DRUG-FREE WORKPLACE** – complying with Regulations 34CFR Part 85, Subpart F.

***This statement must be signed. Please read carefully***

I certify that all of the statements made in this application are true and complete to the best of my knowledge. I understand that any falsification or misrepresentation may be cause for not employing me, or for my dismissal, if employed.

I understand that all information on this application is subject to verification. I authorize Northwestern Community Services Board to obtain references concerning my employment and work history, and I release past/present employers from all liability for issuing such information.

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

\_\_\_\_\_  
Date

**APPLICANT DATA FORM:** We ask for your *voluntary* response to the questions below for recordkeeping and recruiting method analysis purposes. This information will **not** be used for making employment decisions, and will **not** be kept with your application for employment.

Check the appropriate:                      Check the appropriate for the racial or ethnic group with which you identify:

- |                                   |   |
|-----------------------------------|---|
| <input type="checkbox"/> Female   | <input type="checkbox"/> White (Includes Arabian)   |
| <input type="checkbox"/> Male     | <input type="checkbox"/> Black (includes Jamaicans, Bahamians, and other Carribeans of Africa but not Hispanic or Arabian descent)            |
| <input type="checkbox"/> Disabled | <input type="checkbox"/> Hispanic (includes persons of Mexican, Puerto Rican, Central or South American, or other Spanish origin or culture). |
|                                   | <input type="checkbox"/> Asian & Asian American (includes Pakistanis, Indians & Pacific Islanders)  |
|                                   | <input type="checkbox"/> American Indians (includes Alaskans)   |

Check the appropriate for the highest level of Education you have completed:

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Less than 8 <sup>th</sup> grade             | <input type="checkbox"/> Completed 8 <sup>th</sup> grade          | <input type="checkbox"/> Attended High School |
| <input type="checkbox"/> High School graduate or equivalent          | <input type="checkbox"/> Attended college and/or associate degree |   |
| <input type="checkbox"/> College Graduate                            | <input type="checkbox"/> Attended Graduate School                 | <input type="checkbox"/> Master's degree      |
| <input type="checkbox"/> Graduate study beyond master's requirements | <input type="checkbox"/> Ph.D. or professional degree             |   |

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Please assist us in analyzing our recruitment sources by completing the question below:

How did you become aware of this employment opportunity? (*Check all that apply*)

Newspaper \_\_\_\_\_  
(please indicate name of newspaper)

Vacancy Announcement \_\_\_\_\_  
(please indicate where posted)

VEC (Virginia Employment Commission)

Internet

Other \_\_\_\_\_

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Position Applied for: \_\_\_\_\_ Position Number: \_\_\_\_\_