



APPLICATION FOR EMPLOYMENT

GENERAL INFORMATION

Name (Last)	(First)	(M)	Telephone ()
Address (Mailing Address)	(City)	(State)	(Zip Code)
E-Mail Address		Are you legally entitled to work in the U.S.? <input type="checkbox"/> yes <input type="checkbox"/> no	

Social Security # XXX-XX-__ __ __

POSITION

Position:	Will Accept:	Shift:
Are you able to perform the essential functions of the job you are applying for, with or without reasonable accommodation? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Part-time	<input type="checkbox"/> Day
Salary Desired	<input type="checkbox"/> Full-time	<input type="checkbox"/> Residential
		<input type="checkbox"/> one on one staff

EDUCATION AND TRAINING

High school Graduate or General Education (GED) test passed	<input type="checkbox"/> Yes <input type="checkbox"/> No
If no, list the highest grade completed.	
<i>College, Business School, Military (Most recent first)</i>	

Name and Location	Dates Attended Month/Year	Graduate
	From To	Graduate <input type="checkbox"/> Yes <input type="checkbox"/> No
	From To	Graduate <input type="checkbox"/> Yes <input type="checkbox"/> No
Special Skills (List all pertinent skills)		

WORK EXPERIENCE (Most Recent First)

Employer	Telephone number () -	From (month/year)
Address		TO (month/year)
Job Title		Hours per week:
Specific Duties:		Last Salary:
Reason for Leaving	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	

WORK EXPERIENCE (Most Recent First) Cont'd

Employer	Telephone number () -	From (month/year)
Address		TO (month/year)
Job Title		Hours per week:
Specific Duties:		Last Salary:
Reason for Leaving		May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

Personal Reference: List individuals who are familiar with your work

Name	Address	Phone #	Indicate Relationship

I, _____, do hereby authorize the following individuals/ agencies to release information related to my employment to KNC, Inc. (Kimi Nichols Center).

List employers here:

1. _____
2. _____
3. _____

Signature

Date

Miscellaneous Information

I have a car available and I will to utilize it in the performance of my duties	<input type="checkbox"/> Yes <input type="checkbox"/> No
I have a current, VALID driver's license	<input type="checkbox"/> Yes <input type="checkbox"/> No
I have automobile insurance on my vehicle, or I am willing to place insurance which meets KNC Requirements (Liability insurance \$100,00/\$300,00 per person, per accident)	<input type="checkbox"/> Yes <input type="checkbox"/> No
I can provide documentation that I am at least eighteen (18) years of age	<input type="checkbox"/> Yes <input type="checkbox"/> No
I am willing to work overtime, if required by my position	<input type="checkbox"/> Yes <input type="checkbox"/> No
Based on a review of the description of the job of which you have applied, are you able to meet and/or perform the qualifications, requirements, and job specifications as defined in the job description.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you every pleaded guilty, or been found guilty of a crime, civilian or military? If yes, please provide details.	<input type="checkbox"/> Yes <input type="checkbox"/> No

Conditions of Hire:

KNC requires a driving record check from the NH - Dept. of Safety or from state with current, valid driver's license before employment commences.

KNC requires a physical examination before employment commences.

KNC requires a Criminal Record check from NH-Dept of Safety after being hired.

Additionally – KNC requires that all employees undergo a blood or urine test as a condition of pre-employment screening.

I certify the information contained in this application is true, correct and complete. I understand that, if employed, false statements reported on this application may be considered sufficient cause for dismissal.

Signature of Applicant_____

Date:_____

Interviewer's Comments:
