



Application for Employment

Please print all information.

Date _____

Last name _____ First name _____ Middle name _____

Address _____

City _____ State _____ Zip _____ Email _____

Best contact phone number _____

Position applied for _____ Department _____

Salary or hourly rate expected _____ week hour year (circle one)

Have you ever been employed by us before? Yes No
If yes, when _____

Are you currently employed? Yes No

May we contact your present employer? Yes No

Are you 18 years or older? Yes No

Are you prevented from lawfully becoming employed in this country due to visa or immigration status? (Proof of citizenship or immigration status is required upon employment.) Yes No

Are you available to work: full-time part-time temporary (circle one)

Date you can begin work: _____

Have you been convicted of a crime within the last seven (7) years? Yes No
(That is, conviction of a crime other than a traffic violation. Conviction will not necessarily disqualify an applicant from employment.)

If yes, please explain _____

How did you hear about us? Website Facebook Church presentation Friend TV, radio or newspaper NPM website Other _____

Education

School	Years attended/credits earned	Major	Degree/Diploma
High School:			
College:			
Technical/Other:			



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List below all current and past employment, beginning with the most recent. All time periods must be accounted for, whether employed or not. Attach your resume to the application.

Name and Address of Company	From (Mo/Yr)	To (Mo/Yr)	Position Held	Name, Title and Phone Number of Supervisor

Personal References

Name _____ Company _____ Phone _____

Address _____ Relationship _____

City/State/Zip _____

Name _____ Company _____ Phone _____

Address _____ Relationship _____

City/State/Zip _____

Name _____ Company _____ Phone _____

Address _____ Relationship _____

City/State/Zip _____

Church Reference

Name _____ Church _____ Phone _____

Address _____ Relationship _____

City/State/Zip _____



Applicant's Statement and Conditions of Employment

Please read carefully before signing.

I understand that an investigative consumer report involving information concerning my character, employment history, general reputation, police record, sex offender registry, credit rating and indebtedness may be obtained prior to any final offer of employment. Upon a timely written request to the personnel department of the company, the nature and scope of the report will be disclosed to me.

I certify that the answers given by me in this employment application are true, correct and complete. I agree that the company shall not be liable, in any respect, if my employment is terminated because of misstatements or pertinent omissions made by me in this application.

It is agreed and understood that completion of this application does not mean a job opening exists and in no way obligates the company to employ me.

In the event of employment, I will comply with all company rules and regulations as established from time to time including the company's substance abuse policy. I am willing to work all assigned overtime or other special work assignments as requested by the company. Furthermore, since the company does not offer contracts of employment (unless signed by the President), I understand that nothing contained herein is intended to create a contract between the company and me for either employment or the provision of any compensation or benefits. I understand that I have the right to terminate my employment at any time and likewise, the company has the same right.

I hereby understand and acknowledge that any employment relationship with this Company is of an "At-Will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time, with or without notice, and with or without cause. It is further understood that this "At-Will" employment relationship may not be changed by any written document or by verbal agreement unless such change is specifically acknowledged in writing by an authorized Executive of this Organization. I also understand that Permian Basin Women's Resource Center dba The Life Center, retains the right to amend, modify, add, or delete any or all policies or procedures at its sole and absolute discretion.

During my employment with Permian Basin Women's Resource Center dba The Life Center, and after my employment ends, I agree not to disclose any confidential or proprietary information regarding operating and trade secrets. I further agree that with respect to any civil litigation involving Permian Basin Women's Resource Center dba The Life Center, in which I am a potential witness and which does not involve an actual or potential claim by me personally, I will not discuss the facts of the case with any third parties without first notifying Permian Basin Women's Resource Center dba The Life Center, or unless a representative or attorney of Permian Basin Women's Resource Center dba The Life Center, is present. A copy of this form may be used as the original. The use of results from this form and/or tests will be used for prudent employment decisions.

This application is valid for sixty days from the application date unless renewed in person or in writing.

Signature

Date