



advocating against domestic & sexual abuse

Employment Application

1223 Main St. | La Crosse WI 54601
P: 608-791-2610 | F: 608-791-2619
18544 Scranton St. | Whitehall, WI 54773
P: 715-538-2810 | F: 715-538-2100
An Equal Opportunity Employer

Please Type or Print Clearly – Be Sure to Sign and Initial this Application

Personal Information

Date _____

Name _____
Last First Middle

Address _____
Street or P.O. Box City State Zip

Home Phone _____ Cell Phone _____

E-mail Address _____

Have you been previously employed by or volunteered at New Horizons Shelter and Outreach Centers? Yes No

If yes, when? _____ In what capacity? _____

Who referred you to New Horizons Shelter and Outreach Centers?

Advertisement in newspaper Our website Friend/Relative No One Other _____

Employment Information

Position(s) applied for _____ Full time Part time

If part time, what days and hours are you available? _____

Date available to start _____ Salary requirement _____

Are you a United States Citizen or do you have an entry permit which allows you to lawfully work in the U.S.?

Yes No

Are you at least 18 years old?

Yes No

Education Information

Level	Institution Name and Location	Years Completed	Major or Specialization	Graduated		Degree
				Yes	No	
High School or GED						
College / University						
Other						

List any special skills or qualifications which you feel are relevant to the position for which you are applying:

Certification/Specialized Training

Certificate Date Acquired Renewal Date License Number

Military Service

Are you a Veteran of U.S. Military Service? Yes No If yes, Branch _____

Did you receive any specialized training? Yes No

If yes, describe _____

Employment Experience

Please give accurate and complete information. Start with present or most recent employer.

Company Name	Immediate Supervisor and Title	E-mail Address
Address		Telephone Number
Position Held	From: ___/___/___ to ___/___/___	Starting Pay
	Hours worked per week _____	Ending Pay
Description of Job Duties:		
Reason for Leaving:		

Employment Experience Cont.

Company Name	Immediate Supervisor and Title	E-mail Address
Address		Telephone Number
Position Held	From: __/__/__ to __/__/__	Starting Pay
	Hours worked per week _____	Ending Pay
Description of Job Duties:		
Reason for Leaving:		
Company Name	Immediate Supervisor and Title	E-mail Address
Address		Telephone Number
Position Held	From: __/__/__ to __/__/__	Starting Pay
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Reason for Leaving:		
Company Name	Immediate Supervisor and Title	E-mail Address
Address		Telephone Number
Position Held	From: __/__/__ to __/__/__	Starting Pay
	Hours worked per week _____	Ending Pay
Description of Job Duties:		
Reason for Leaving:		

Please read the following statements carefully before you initial and sign your name.

"I HEREBY CERTIFY that the answers given by me to the above questions and statements are true and correct. It is understood and agreed that any misrepresentation, false statement, or omissions by me in this Application will be sufficient reason for rejection of my application or for dismissal at any time during my employment, without liability to New Horizons Shelter and Outreach Centers. This includes furnishing a false name or social security number. I have read, understand and agree to the above statement. **Please initial here** _____

I further understand that employment and personal reference checks are necessary for applicants being considered for employment with New Horizons Shelter and Outreach Centers. It is understood that all employment and personal references provided by me will be contacted by New Horizons Shelter and Outreach Centers. It is understood that if I choose not to have a particular employer contacted that it is my responsibility to note the request as well as the reason not to contact on the employment application. I have read, understand and agree to the above statement. **Please initial here** _____

I further understand that no representative of New Horizons Shelter and Outreach Centers has the authority to enter into any agreement for employment for any specified period of time and that New Horizons Shelter and Outreach Centers is not guaranteeing employment for anyone. No employment contract is created by virtue of my being hired by New Horizons Shelter and Outreach Centers, and, if hired, my employment will be at will and may be terminated at any time without prior notice. I have read, understand and agree to the above statement. **Please initial here** _____

I further understand that a criminal background check is necessary for applicants being considered for employment with New Horizons Shelter and Outreach Centers. It is understood that a criminal record does not constitute an automatic bar to employment and will be considered only as it relates to the position in question. **Please initial here** _____

I understand that this application will remain on file for 60 days for consideration. After 60 days, if I am still interested in a position with New Horizons Shelter and Outreach Centers, it will be necessary for me to complete a new application form. **Please initial here** _____

SIGN HERE _____ DATE _____