



Providing hope, conquering addiction, healing families

**APPLICATION FOR EMPLOYMENT**

Recovery Resource Council is an equal opportunity employer and will consider all applicants for all positions equally without regard to their race, sex, age, color, religion, national origin, veteran status or any disability as provided in the Americans with Disabilities Act and Fair Labor Standards Act.

Drug screening and Criminal Background check are required of all applicants before an offer of employment has been made.

(Please Print)

Position(s) Applied For		Date of Application
How Did You Learn About Us? <input type="checkbox"/> Advertisement <input type="checkbox"/> Employment Agency	<input type="checkbox"/> Friend <input type="checkbox"/> Relative	<input type="checkbox"/> Walk-in <input type="checkbox"/> Other _____

Last Name	First Name	Middle Name
Address	City	State Zip
Email Address		
Telephone Number <input type="checkbox"/> Home _____ <input type="checkbox"/> Cell _____	Social Security Number	

Are you legally eligible for employment (Proof of eligibility will be required upon offer of employment)?  YES  NO

Have you ever been convicted of a misdemeanor or felony (excluding minor traffic violations) including driving under the influence of alcohol or drugs?  YES  NO

**Note:**  
*Answering "yes" does not automatically disqualify you for employment. The nature and timing of any conviction and the relevance to the job for which you have applied will be considered. "If you answered yes, please give details on a separate sheet of paper and attach to application".*

Can you work overtime if required by the job for which you are applying?  YES  NO

Can you travel if a job required it?  YES  NO

Do you have reasonable accommodations for transportation if required by the job for which you are applying?  YES  NO

If NO, please explain \_\_\_\_\_

Do you have a valid driver license?  YES  NO

**EMPLOYMENT DESIRED**

Are you seeking

Full-time

Part-time

Temporary or summer employment

What is your desired salary range or hourly rate of pay?

\$ \_\_\_\_\_

Date available to start? \_\_\_\_\_

Have you ever applied to work or volunteer for our company before?

YES

NO

Have you ever worked/volunteered for our company before?

YES

NO

If you answer to either of the above questions is YES, state **when** and **where** you applied and /or worked/volunteered.

Are you now, or do you expect to be, working in any other business or job?

YES

NO

Are there any days or hours you would be unable/unwilling to work?

YES

NO

If YES, please specify those days or hours you would be unable/unwilling to work \_\_\_\_\_

### EDUCATION

Name	Address/Location	Graduate?	Course Studied
High School		<input type="checkbox"/> YES <input type="checkbox"/> NO	Diploma: _____
College		<input type="checkbox"/> YES <input type="checkbox"/> NO	Diploma: _____
Trade School		<input type="checkbox"/> Yes <input type="checkbox"/> NO	Diploma: _____

Are you planning to pursue further studies?

YES

NO

If so, when, where and what courses? \_\_\_\_\_

List any scholastic honors, offices held and activities involved in during high school and college \_\_\_\_\_

List and describe any other School or Specialized Training \_\_\_\_\_

List any professional licenses or certifications that you hold : \_\_\_\_\_

Has your professional license or certification been suspended or been under investigation? *If yes give details on a separate sheet attached to the application.*

### MILITARY

Have you ever served in the military?

YES

NO

Service Branch

Date Entered

Date Separated

Final Rank

**CAPABILITY/RELIABILITY**

Would you be willing and able to perform all of the tasks required by the job you are applying for?  YES  NO

If not, explain which tasks \_\_\_\_\_

Would you abide by the safety rules of this company?  YES  NO

Have you ever been disciplined for violating company safety rules or regulations?  YES  NO

If YES, please explain \_\_\_\_\_

Would you be willing and able to report to work on time every day and on a regular and consistent basis?  YES  NO

If NO, please explain \_\_\_\_\_

**WORK HISTORY**

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disability or other protected status.

Employer		Work Performed	
Telephones Number(s)	Dates Employed From	To	
Address			
Job Title	Supervisor	Hourly Rate/Salary Starting	Final
Reason for Leaving			
Employer		Work Performed	
Telephone Number(s)	Dates Employed From	To	
Address			
Job Title	Supervisor	Hourly Rate/Salary Starting	Final
Reason for Leaving			
Employer		Work Performed	
Telephone Number(s)	Dates Employed From	To	
Address			
Job Title	Supervisor	Hourly Rate/Salary Starting	Final
Reason for Leaving			
Employer		Work Performed	
Telephone Number(s)	Dates Employed From	To	
Address			

Job Title	Supervisor	Hourly Rate/Salary Starting	Final
Reason for Leaving			

**+SUPPLEMENTAL EMPLOYMENT INFORMATION**

If you worked in any or your previous positions under another name, please give that name(s) below:  
(For reference checking purposes)

Name	Company

Are you presently employed?  YES  NO

If YES, may we contact your present employer?  YES  NO

Have you ever been fired, or asked to resign, from a job?  YES  NO

If YES, please explain \_\_\_\_\_

Have you ever been disciplined or received verbal or written warnings for absenteeism or tardiness?  YES  NO

If YES, please explain \_\_\_\_\_

**SPECIAL SKILLS**

Do you type?  YES  NO Words per minute

Have you had any computer or word processing experience or training?  YES  NO

Use this space below to describe why you are interested in working for our company and to list those skills and abilities which you feel particularly qualify you for a position with us. If you need more space, please continue on a separate sheet.

---



---



---

**Indicate any foreign languages you can speak, read, and /or write**

	Fluent	Good	Fair
Speak			
Read			
Write			

**REFERENCES**

Give three professional references who are not relatives or former employers.

Name	Email Address	Phone	Occupation

**AFFIDAVIT**

I certify that my answers to the foregoing questions are true and correct without any consequential omissions of any kind whatsoever. I understand that if I am employed, any false, misleading or otherwise incorrect statements made on this application or during any interviews may be grounds for my immediate discharge.

I hereby authorize Recovery Resource Council to contact any company or individual it deems appropriate in investigate my employment history, character and qualifications and I give my full complete consent to their revealing any and all information they wish as a result of this investigation. In addition, I hereby waive my right to bring any cause of action against these individuals for defamation, invasion of privacy or any other reason because of their statements.

I agree that, if I am employed, I will abide by all the rules and regulations of the company. I understand that the taking of drug and alcohol tests, when given pursuant to company policy, are a condition of continued employment and refusal to take such tests when asked will be grounds for immediate termination. I further understand that no one in the Council is authorized to enter into any written or verbal employment contracts with me for any definite period of time without the express written consent of the Chief Executive Officer of the Council. I also understand that my employment is "at-will" and may be terminated by myself or by the company and any time for any reason or not reason at all, with or without prior notice.

---

Signature

Date

Revised 06/20/2016