

North Dakota Teen Challenge

EMPLOYMENT APPLICATION

Name: _____ Date: _____
(last) (first) (middle)

Address: _____

Phone: _____ Social Security No: _____

Position applied for: _____ Date You Can Start: _____

Referred by: _____

Are you 18 years or older? YES / NO

Do you have a valid driver's license? YES / NO

Please list all driving violations within the past 7 years: _____

Do you have a legal right to work in the U.S.? YES / NO

Have you submitted an application here before? When? _____

Have you ever worked for any Teen Challenge before? If so, when & where? _____

Have you sought treatment for or been arrested for any offense involving alcohol or illegal drug use in the last two years? YES / NO

If yes, please explain: _____

Are you able to refrain from tobacco use during working hours? YES / NO *NDTC strictly prohibits all tobacco use during working hours, and at anytime within sight of NDTC property.*

Have you ever been convicted of a criminal offense (not including traffic violations)? YES / NO

If yes, please list all convictions and an explanation. *Answering yes will not necessarily exclude you from consideration.* _____

Do you have any special skills, talents, or gifts that might be beneficial to NDTC? _____

EDUCATION AND FORMAL TRAINING

Do you have a high school diploma?

Yes – list name & location: _____

No – list highest grade completed: _____

Do you have a GED certificate? YES / NO

Schools attended after high school or special training received

College/Business/Trade School Name & Location	Field of Study/ Major	Certificate/ Degree Awarded	Credit Hrs completed Course length	Did you graduate?

Special Licenses and Certificates

1. _____

2. _____

3. _____

EMPLOYMENT HISTORY

Please list below your work experience, paid or unpaid, beginning with your present or most recent employment. Go back at least five years if employed that long. Describe each job separately, emphasizing your specific tasks and supervisor, technical or other responsibilities performed. Give special attention to work experience relating to the position for which you are applying. Explain significant breaks in work experience. If the space provided for “duties” is inadequate, please attach additional sheets.

Name of firm: _____

Address: _____

Name of Supervisor: _____ **Telephone:** _____

Position Held: _____ **Dates of Employment:** _____

Starting Salary: _____ **Ending Salary:** _____ **Full-time / Part-time**

Duties (be specific): _____

Reason for Leaving: _____

May we contact this employer at this time? YES / NO If no, explain: _____

Name of firm: _____

Address: _____

Name of Supervisor: _____ **Telephone:** _____

Position Held: _____ **Dates of Employment:** _____

Starting Salary: _____ **Ending Salary:** _____ **Full-time / Part-time**

Duties (be specific): _____

Reason for Leaving: _____

May we contact this employer at this time? YES / NO If no, explain: _____

Name of firm: _____

Address: _____

Name of Supervisor: _____ **Telephone:** _____

Position Held: _____ **Dates of Employment:** _____

Starting Salary: _____ **Ending Salary:** _____ **Full-time / Part-time**

Duties (be specific): _____

Reason for Leaving: _____

May we contact this employer at this time? YES / NO If no, explain: _____

Please give complete information for three references to which you are not related.

1. Name: _____ **Phone:** _____ **How do you know?** _____

Address: _____

2. Name: _____ **Phone:** _____ **How do you know?** _____

Address: _____

3. Name: _____ **Phone:** _____ **How do you know?** _____

Address: _____

Briefly explain why you desire employment with North Dakota Teen Challenge. Use additional paper, if necessary. _____

APPLICANT’S STATEMENT

By my signature below, I certify that all answers and statements on this application are true and complete to the best of my knowledge. I understand that should an investigation disclose untruthful or misleading answers, my application may be rejected, my name removed from consideration or my employment with North Dakota Teen Challenge terminated.

I understand that North Dakota Teen Challenge is a Christian church ministry affiliated with the Assemblies of God denomination. I understand that should my application be accepted, I will be working in an environment that is decidedly Christian in nature, and I hereby agree to abide by the bylaws, policies, and procedures of North Dakota Teen Challenge. I further understand that although my religious beliefs and practices may differ from those of North Dakota Teen Challenge, I will respect the religious views of North Dakota Teen Challenge and its leadership. I will refrain from promoting any beliefs or publicly demonstrating any behavior that contradicts the teaching, philosophy or beliefs of the North Dakota Teen Challenge program during working hours, or while on North Dakota Teen Challenge property.

I agree that I will settle any and all previously unasserted claims, disputes or controversies arising out of or relating to my application or candidacy for employment, employment, and/or cessation of employment with North Dakota Teen Challenge, exclusively by final and binding arbitration in accordance with the Rules for the Resolution of Employment Disputes issued by the American Arbitration Association (AAA) in effect on the date that a request for arbitration is made by either North Dakota Teen Challenge or me. By way of example only, such claims include claims under federal, state, and local statutory or common law, such as Age Discrimination in Employment Act, Title VII of the Civil Rights Act of 1964, as amended, including the amendments of the Civil Rights Act of 1991, the Americans with Disabilities Act the law of tort. All administrative costs of arbitration shall be borne equally by the parties.

I understand that this employment application and any other company document are not contracts for employment. I understand that my employment with North Dakota Teen Challenge is “at-will”, and that either North Dakota Teen Challenge or myself may end my employment at any time.

Print Name: _____

Signature: _____ Date: _____

FOR OFFICE USE ONLY

Position hired: _____

Date hired: _____

Start Date: _____

Salary: _____

Comments/Response: _____

REQUEST, AUTHORIZATION, CONSENT AND RELEASE FOR BACKGROUND INFORMATION

PLEASE PRINT

I, _____
Last Name First Name Middle Name (Please include Jr. Sr. II, III etc.)

Understand that in conjunction with my application for employment with North Dakota Teen Challenge, that the Company will research and verify the information I have provided on my resume and/or application for employment including my personal background, character, professional standing, work history and qualifications.

I also understand that North Dakota Teen Challenge will utilize various sources of information they deem appropriate, including but not limited to: Department of Motor Vehicle records, credit reporting agencies, criminal and civil court conviction records, current and former employers, government regulatory agencies, local, state or federal licensing boards or commissions, public or private associations, school records, military records, and professional and personal references.

I, hereby specifically authorize North Dakota Teen Challenge and its authorized representatives, agents and employees bearing this release or copy thereof, to obtain any information in your files pertaining to my employment, credit history, criminal history, medical military or educational records including but not limited to academic achievement, attendance, personal history, and reports of any information concerning my character, habits, ability or past deeds. I hereby direct you to release such information and records upon request of the bearer. This release is executed with my full knowledge and understanding that the information will be used to judge my suitability for employment with North Dakota Teen Challenge. This release is valid for 1 year from the date below.

Since the information requested is furnished at my request and for my benefit, I hereby release and forever discharge the custodians of such records, and school, college, university, or other educational institutions, hospital or other repository of medical records, credit bureaus, lending institutions, consumer reporting agencies, retail business establishment, current and prior employers including their officers, agents, employers, and employees both individually and collectively, from any and all actions, cause of action, claims and demands for, upon or by reason of any damage, loss or injury sustained by me, my heirs, family or associates in the nature of libel, slander, invasion of privacy or other incidents arising from errors of omissions in the information, whether by reason of authorized use, negligence or otherwise.

Signed

Today's Date

Printed Name

Social Security Number

Driver's License #

State

Other names you have used or are also known as: _____