



NEHEMIAH PROJECT COMMUNITY DEVELOPMENT CORP EMPLOYMENT APPLICATION FORM

PLEASE PRINT ALL INFORMATION REQUESTED EXCEPT SIGNATURE							
APPLICANTS MAY BE TESTED FOR ILLEGAL DRUGS							
PLEASE COMPLETE PAGES 1-5.						Date:	
Name:							
Last	First	Middle	Maiden				
Present Address:							
Number	Street	City	State	Zip			
How Long:		District:			Social Security No.:		
Telephone:							
DOB:				Age:			
Position Applied For:						Salary Desired:	
Days/Hours Available to Work:							
No Pref	<input type="checkbox"/>	Mon	<input type="checkbox"/> _____	Tues	<input type="checkbox"/> _____	Wed	<input type="checkbox"/> _____
Thurs	<input type="checkbox"/> _____	Fri	<input type="checkbox"/> _____	Sat	<input type="checkbox"/> _____	Sun	<input type="checkbox"/> _____
How many hours can you work weekly?				Can you work nights?			
Employment Desired:							
<input type="checkbox"/> FULL-TIME ONLY <input type="checkbox"/> PART-TIME ONLY <input type="checkbox"/> FULL- OR PART-TIME							
When available for work?							
EDUCATION & OTHER INFORMATION							
TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION (Complete mailing address)		NO. OF YEARS COMPLETED	MAJOR & DEGREE		
High School							
College							
Bus or Trade School							
Professional School							



Have you ever been convicted of a crime? <input type="checkbox"/> No <input type="checkbox"/> Yes	
If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation.	
Do you have a driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No	
What is your means of transportation to work?	
Driver's License Number:	State of Issue:
<input type="checkbox"/> Operator <input type="checkbox"/> Commercial (CDL) <input type="checkbox"/> Chauffeur	
Have you had any accidents during the past three years?	How many?
Have you had any moving violations during the past three years?	How Many?
OFFICE ONLY	
Typing <input type="checkbox"/> Yes <input type="checkbox"/> No _____ WPM	10-key <input type="checkbox"/> Yes <input type="checkbox"/> No Word Processing <input type="checkbox"/> Yes <input type="checkbox"/> No _____ WPM
Personal Computer <input type="checkbox"/> Yes <input type="checkbox"/> No PC Mac <input type="checkbox"/> <input type="checkbox"/>	Other Skills:
Please list two references other than relatives or previous employers.	
Name:	Name:
Position:	Position:
Company:	Company:
Address:	Address:
Telephone:	Telephone:
An application form sometimes makes it difficult for an individual to adequately summarize a complete background. Use the space below to add any additional information necessary to describe your full qualifications for the specific position for which you are applying.	



MILITARY			
Have you ever been in the armed forces? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Are you now a member of the national guard? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Specialty	Date Entered	Discharge Date	
Work Experience			
Please list your work experience for the past five years beginning with your most recent job held. If you were self-employed, give firm name. Attach additional sheets if necessary.			
Job One			
Name of Employer:	Name of Last Supervisor:	Salary Start:	Salary Final:
Complete Address:			
Employment Dates	From:	To:	
Phone Number:	Your Last Job Title:		
Reason for Leaving (be specific):			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			
May we contact your current employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Job Two			
Name of Employer:	Name of Last Supervisor:	Salary Start:	Salary Final:
Complete Address:			
Employment Dates	From:	To:	
Phone Number:	Your Last Job Title:		
Reason for Leaving (be specific):			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			



51 Senoia Road
 Fairburn, Georgia 30213
 Georgia Relay (Deaf and Hard-of-Hearing) Dial 711 to
 connect to Nehemiah Project CDC (770) 742-0706

Job Three				
Name of Employer:		Name of Last Supervisor:	Salary Start:	Salary Final:
Complete Address:				
Employment Dates	From:		To:	
Phone Number:		Your Last Job Title:		
Reason for Leaving (be specific):				
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.				
Job Four				
Name of Employer:		Name of Last Supervisor:	Salary Start:	Salary Final:
Complete Address:				
Employment Dates	From:		To:	
Phone Number:		Your Last Job Title:		
Reason for Leaving (be specific):				
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.				
Job Five				
Name of Employer:		Name of Last Supervisor:	Salary Start:	Salary Final:
Complete Address:				
Employment Dates	From:		To:	
Phone Number:		Your Last Job Title:		
Reason for Leaving (be specific):				
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.				
Did you complete this application yourself? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If not, who did?				



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PLEASE READ CAREFULLY

APPLICATION FORM WAIVER

In exchange for the consideration of my job application by Nehemiah Project Community Development Corp (NPCDC) (hereinafter called "the Company"), I agree that:

Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements, and the like as they may exist from time to time, or other Company practices, shall serve to create an actual or implied contract of employment, or to confer any right to remain an employee of NPCDC, or otherwise to change in any respect the employment-at-will relationship between it and the undersigned, and that relationship cannot be altered except by a written instrument signed by the Executive Director of the Company. Both the undersigned and NPCDC may end the employment relationship at any time, without specified notice or reason. If employed, I understand that the Company may unilaterally change or revise their benefits, policies and procedures and such changes may include reduction in benefits.

I authorize investigation of all statements contained in this application. I understand that the misrepresentation or omission of facts called for is cause for dismissal at any time without any previous notice. I hereby give the Company permission to contact schools, previous employers (unless otherwise indicated), references, and others, and hereby release the Company from any liability as a result of such contract.

I also understand that (1) the Company has a drug and alcohol policy that provides for pre-employment testing as well as testing after employment; (2) consent to and compliance with such policy is a condition of my employment; and (3) continued employment is based on the successful passing of testing under such policy. I further understand that continued employment may be based on the successful passing of job-related physical examinations.

I understand that, in connection with the routine processing of your employment application, the Company may request from a consumer reporting agency an investigative consumer report including information as to my credit records, character, general reputation, personal characteristics, and mode of living. Upon written request from me, the Company, will provide me with additional information concerning the nature and scope of any such report requested by it, as required by the Fair Credit Reporting Act.

I further understand that my employment with the Company shall be probationary for a period of sixty (60) days, and further that at any time during the probationary period or thereafter, my employment relation with the Company is terminable at will for any reason by either party.

Signature of Applicant:

Date:

NPCDC is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, age or disability. We assure you that your opportunity for employment with this Company depends solely on your qualifications.

Thank you for completing this application form and for your interest in NPCDC.