**Date of Application: **

**Position(s) applying for:** ****

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or handicap, or any other legally protected status.

**PERSONAL INFORMATION**

Last Name:  First Name: 

Maiden Name (if applicable):  Middle Initial: ****

Mailing Address: 

City:  State:  Zip Code:  Telephone: 

Email Address: 

U.S. Citizen?  Yes  No: *Enter type of entry and serial number* 

Other than English what languages do you speak or understand including American Sign Language (ASL)? 

**EDUCATION**

**High School:**  City:  State:  Grad Year: 

GED Year earned: 

**College:**  Number of Years Completed: 

City:  State:  Zip: 

Degree Earned:  Major  Graduation Date: 

**Graduate School:**  Number of Years Completed: 

City:  State:  Zip: 

Degree Earned:  Major  Graduation Date: 

**OTHER TRAINING OR DEGREES:**

Institution(s):  City:  State:  Zip: 

Course:  Certification Earned: 

Date(s) Attended: 

## PROFESSIONAL LICENSURE

1. Description: 

State and Number  Exp. Date 

1. Description: 

State and Number  Exp. Date 

**MILITARY SERVICE**

Did you serve in the US Armed Forces?  Yes  No

If yes, what branch?  Dates of service from  to 

Principle duties performed:

**EMPLOYMENT HISTORY**

1. Employer:  Employed from  to 

Address:  City  State:  Zip Code 

Telephone  Name and title of last supervisor 

*Okay to contact?*   Yes  No

Brief description of duties:

Reason for Leaving: 

1. Employer: Employed from  to 

Address:  City  State:  Zip Code 

Telephone  Name and title of last supervisor 

*Okay to contact?*   Yes  No

Brief description of duties:

Reason for Leaving: 

1. Employer: Employed from  to 

Address:  City  State:  Zip Code 

Telephone  Name and title of last supervisor 

*Okay to contact?*   Yes  No

Brief description of duties:

Reason for Leaving: 

**REFERENCES**

Please list the names of person(s) not related to you, and are familiar with your professional skills, abilities, experience:

|  |  |  |
| --- | --- | --- |
| Name | Title | Telephone Number |
|  |  |  |
|  |  |  |
|  |  |  |

**LEGAL HISTORY**

Omit (1) minor traffic violations and (2) any offense committed before your eighteenth birthday which was finally adjudicated in a juvenile court or under a youth offender law.

**Were you ever convicted of a criminal offense, or have you ever forfeited bond or collateral in connection with a criminal charge?** *Conviction of a criminal offense is NOT a bar to employment in all cases. Each case is considered on its merits.*

Yes. (Please provide details)

No

**HOW DID YOU LEARN ABOUT US?**

|  |  |  |  |
| --- | --- | --- | --- |
| Newspaper Ad | Employment Agency | Website | Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Job Fair | Friend/Relative | NCS Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |

**PLEASE READ CAREFULLY BEFORE SIGNING**

1. I hereby certify that the foregoing statements are true and correct to the best of my knowledge and belief, and hereby grant Northeast Counseling Services permission to investigate and verify such answers and all pertinent information concerning my application in order to determine my qualifications for employment. I understand that any willful misinterpretation or any false statements on this application will be considered as sufficient cause for rejection of this application or for dismissal if such misrepresentation or false statement is discovered subsequent to my employment.

2. In the event of resignation or separation, I agree to return all Northeast Counseling Services property loaned to me such as uniforms, books, keys, equipment/tools, etc. If these items are not returned, Northeast Counseling Services will withhold from final compensation due me, monies to cover the value of unreturned Northeast Counseling Services property.

3. Please note that the state-required clearances applicable to your position must be obtained prior to hire.

**I have applied to Northeast Counseling Services for employment. I hereby authorize them to request and release such information as necessary to verify information given by me on the application form.**

**Your name:  Date: **

Applications and resumes can be emailed to [necs@northeastcounseling.org](mailto:necs@northeastcounseling.org)

www.NortheastCounseling.org