

APPLICATION FOR EMPLOYMENT

NLA

**Northwest
Learning
&
Achievement
Group**

NORTHWEST LEARNING & ACHIEVEMENT GROUP

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WAPATO, WA 98951

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FAX: (509) 877-2288

WEBSITE: www.nlagroup.com

MISSION STATEMENT

To develop and manage local and regional youth programs that are innovative, efficiently managed, cost effective and result-oriented, with primary emphasis on assisting youth to achieve personal goals.



NLA GROUP is an EQUAL OPPORTUNITY EMPLOYER. All applicants will be considered for employment without regard to race, religion, color, sex, national origin, age, marital or veteran status, medical condition or disability, or any other status protected by law.

1. This Application for Employment must be completed legibly in black or blue ink.
2. All sections and questions must be completed. Blanks are not permitted. An incomplete application will be withdrawn from consideration.
3. A criminal history/background check will be conducted by NLA Group prior to or upon your employment.
4. If there is a question that does not apply, please mark "N/A" ("Not Applicable").
5. The application must be signed and dated.
6. An employment packet includes the Employment Application, a Cover Letter and Resume.

Application Retention: I understand that this application will be active for a period of 90 days (3 months); after that time, if I wish to be considered for employment, I must submit a new application.

APPLICATION FOR EMPLOYMENT

Date of Application: _____ Soc. Sec. #: _____

Legal Name: _____ Telephone No: (____) _____
Last First MI

Message Phone: (____) _____

Nick Names: _____

Date of Birth: _____ Cell Phone: (____) _____

Mailing Address: _____ In Case of Emergency Phone: (____) _____

Contact: _____

Email: _____ Relationship: _____

Position(s) applying for: _____ Full Time Part Time

Hourly/Salary Desired: _____ Date Available to work: _____

Referred By: _____

Clubs & Organizations you belong to: _____

Have you worked for NLA Group before? Yes No If yes, under what name? _____

Are you 18 years of age? Yes No (If No, a minor work permit will be required)

Are you legally eligible for employment in the U.S.? (If hired, verification is required by law) Yes No

Indicate special qualifications, skills or licenses that may be relevant to the position for which you are applying:

EDUCATION & TRAINING INFORMATION

Review of education:

- Have you graduated from high school or received a GED? Yes No (If no, highest grade completed _____)

School Name & Location	City & State	Degree Earned	Specialization	From / To
College or University		No <input type="checkbox"/> BA <input type="checkbox"/> BS <input type="checkbox"/> AA <input type="checkbox"/> Major: _____		
Post Graduate		No <input type="checkbox"/> MA <input type="checkbox"/> MS <input type="checkbox"/> PHD <input type="checkbox"/> Major: _____		
Other				

SPECIAL SKILLS AND QUALIFICATIONS

What office machines can you operate? _____
 Describe computer and other equipment operation skills. Include programs used, typing speed and other information relevant to the job for which you are applying: _____

List any foreign languages that you speak and/or comprehend: _____
 Check the appropriate skill level: **Speak:** Fluent Good Fair **Comprehend:** Fluent Good Fair
Write: Fluent Good Fair

NAME THREE (3) PERSONAL OR BUSINESS REFERENCES

1) Name: _____ Occupation: _____ Bus. Phone: (____) _____
 Home Address: _____ Title: _____
 City, State & Zip: _____ How Long Known: _____ Relationship: _____

2) Name: _____ Occupation: _____ Bus. Phone: (____) _____
 Home Address: _____ Title: _____
 City, State & Zip: _____ How Long Known: _____ Relationship: _____

3) Name: _____ Occupation: _____ Bus. Phone: (____) _____
 Home Address: _____ Title: _____
 City, State & Zip: _____ How Long Known: _____ Relationship: _____

Do you have relatives working with NLA Group? Yes No

If yes, Name & Relationship: _____

FIVE (5) YEARS EMPLOYMENT HISTORY

Begin with your current or most recent employment and continue with past employment covering the past 5 years. Include volunteer work and explain any periods of unemployment (attach additional sheets if necessary).

1. Present or Last Employer		Employer's Address		Employer's Phone Number
Your Title	Month's & Years Employed in this Position From / To /	Total Months	Last Salary	
Immediate Supervisor's Name	Reason For Leaving	If Volunteer <input type="checkbox"/> (√) Please Check	Number of Employees Supervised	
2. Present or Last Employer		Employer's Address		Employer's Phone Number
Your Title	Month's & Years Employed in this Position From / To /	Total Months	Last Salary	
Immediate Supervisor's Name	Reason For Leaving	If Volunteer <input type="checkbox"/> (√) Please Check	Number of Employees Supervised	
3. Present or Last Employer		Employer's Address		Employer's Phone Number
Your Title	Month's & Years Employed in this Position From / To /	Total Months	Last Salary	
Immediate Supervisor's Name	Reason For Leaving	If Volunteer <input type="checkbox"/> (√) Please Check	Number of Employees Supervised	
MAY WE CONTACT THE EMPLOYERS LISTED ABOVE? YES <input type="checkbox"/> NO <input type="checkbox"/> <input type="checkbox"/> CHECK IF ADDITIONAL SHEETS HAVE BEEN ATTACHED				

EMPLOYMENT ACKNOWLEDGEMENT

Reference Checks: I understand that NLA Group may investigate any information contained in this application packet. I authorize/release said individuals, and firms named herein, unless otherwise noted, to provide any information requested. I release said individuals, firms and NLA Group from all liability for damage in the release and receipt of this information.

Providing False Information: I attest to the accuracy and truthfulness of the information provided. Any misstatement of material facts will be grounds for disqualification, or if hired, grounds for discharge.

Employment-At-Will: I understand that NLA Group has is an at-will employer, as such I may resign my employment at any time with or without prior notice and that NLA Group may terminate my employment at any time with or without cause and with or without notice.

Signature of Applicant: _____ Date: _____

Name of Applicant (Print) _____

DISCLOSURE AND CONSENT TO CRIMINAL HISTORY CHECK FORM

I, _____, affirm that I have not been:

- a) Convicted of any crime against children or other persons' which have been defined as follows: aggravated murder; first or second degree murder; first or second degree kidnapping; first, second or third degree assault; first, second or third degree rape; first, second or third degree statutory rape; first or second degree robbery; first degree arson; first degree burglary; first or second degree manslaughter; first or second degree extortion; indecent liberties; incest; vehicular homicide; first degree promoting prostitution; communication with a minor; unlawful imprisonment; simple assault; sexual exploitation of minors; first or second degree criminal mistreatment; child abuse or neglect as defined in RCW 26.44.020; first or second degree custodial interference; malicious harassment; first, second or third degree child molestation first or second degree sexual misconduct with a minor/ patronizing a juvenile prostitute; child abandonment; promoting pornography; selling or distributing erotic material to a minor; custodial assault; violation of child abuse restraining order; child buying or selling; prostitution; felony indecent exposure; or any of these crimes as they may be renamed in the future;
- b) Conviction of crimes relating to financial exploitation if the victim was a vulnerable adult;
- c) Found by a court in a domestic relations proceeding under RCW 13.34.040 to have sexually assaulted or exploited any minor or to have physically abused any minor;
- d) Found by a court in a domestic relations proceeding under Title 26 RCW to have sexually abused or exploited any minor or to have physically abused any minor;
- e) Found in any disciplinary board final decision to have sexually or physically abused or exploited any minor or developmentally disabled person or to have abused or financially exploited any vulnerable adult; or
- f) Found by a court in a protection proceeding under Chapter 74.34 RCW, to have abused or financially exploited a vulnerable adult.

I understand that should I choose not to sign this statement and/or submit to a Washington State Patrol Criminal History Check I will be excluded from consideration for employment of, if hired, terminated immediately.

I certify under penalty of perjury that the foregoing is true and correct and consent to a Washington State Patrol Criminal History Check at this time and any future time that the NLA Group deems appropriate.

Dated at _____, Washington this _____ day of _____ 2004/2005.

TYPE or PRINT LEGIBLE Complete Legal Name

Date of Birth

Signature