

Employment Application

First Name: _____ M.I.: _____

Last Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Social Security Number: _____ Birth Date: _____

Telephone #: _____ Email Address: _____

How did you hear about this job?

When are you available for work? _____

Education

High School

Name of School: _____ Address: _____

_____ Telephone #: _____ Years Completed: _____

Did you graduate? _____ Degree/Diploma Type: _____

College or University

Name of School: _____ Address: _____

_____ Telephone #: _____ Dates Attended: _____

Did you graduate? _____ Degree Type: _____ Major: _____

College or University

Name of School: _____ Address: _____

_____ Telephone #: _____ Dates Attended: _____

Did you graduate? _____ Degree Type: _____ Major: _____

Other

Name of School: _____ Address: _____

_____ Telephone #: _____ Dates Attended: _____

Did you graduate? _____ Degree Type: _____ Major: _____

Special Courses (Please list any additional training you may have received, including military training, internships, courses, seminars, etc.):

Employment History

Company Name: _____ Employers Telephone #: _____

Address: _____ City/State: _____ Zip: _____

Job Title: _____ Employed from : _____ to _____

Job Duties: _____

Reason for leaving: _____

_____ May we contact this employer? _____

Company Name: _____ Employers Telephone #: _____

Address: _____ City/State: _____ Zip: _____

Job Title: _____ Employed from : _____ to _____

Job Duties: _____

Reason for leaving: _____

_____ May we contact this employer? _____

Company Name: _____ Employers Telephone #: _____

Address: _____ City/State: _____ Zip: _____

Job Title: _____ Employed from : _____ to _____

Job Duties: _____

Reason for leaving: _____

_____ May we contact this employer? _____

Briefly describe your long-term goals: _____

Professional Licenses/Certifications

License/Certification	State	License Number	Date Expires

References (please do not include family members or relatives)

Name	Current Position and Company	Phone Number

Have you ever been convicted of a felony offense? _____
(Gateway Counseling Center conducts background checks and will determine whether a reported criminal offense is job-related and inappropriate given the nature of our services.)

If so, please explain: _____

Do we have your permission to do a criminal history check? ____ Yes ____ No

Are you legally eligible for employment in the United States of America? _____

Please respond to the following questions on a separate page and submit with your application:

1. What are your values and how do you apply your values to your clinical work with clients?
2. If you were hired and being introduced to the mental health professionals, doctors, and school referral sources in the Cottage Grove community, how would you describe your clinical expertise and experience? (4-6 paragraphs)

Applicant's Statement

The information I have provided in this application form, resume and/or interview is true and complete. I possess the minimum qualifications outlined in the job description and I can perform the essential functions of this job. I have not knowingly withheld any information that would affect my application for employment. I understand that any falsification, misrepresentation, or omission in my interviews or any other employment record will be sufficient reason to deny employment and/or may be reason for future dismissal. I understand that Gateway Counseling Center is not obligated to consider or reconsider this application at any time and that acceptance of my applications does not constitute an offer of employment. I give permission for Gateway Counseling Center to seek pertinent employment information from previous employers or others who may have knowledge of me. I also authorize any such person or agency to give Gateway Counseling Center any and all information concerning my previous employment. This includes, but is not limited to, an assessment of my job performance, ability, fitness and/or any other information they may have, personal or otherwise. I will not make a legal claim against anyone who furnishes Gateway Counseling Center with a reference. And I fully realize that any such reference will be held in confidence and will not be made available to me, as allowed by state law. I authorize Gateway Counseling Center, or its agent, to obtain criminal background and motor vehicle driving reports on me. If hired, I understand and agree that my employment is "at will", which means that either Gateway Counseling Center or I may terminate my employment at any time, with or without cause, and with or without notice.

Signature: _____ Date: _____