

# THE NEXT DOOR

## Employment Application



APPLICANT INFORMATION											
Last Name				First				M.I.		Date	
Street Address				City				State		Zip	
Mailing Address				City				State		Zip	
Phone ( )				Email							
Date Available			Days available			M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> Th <input type="checkbox"/> F <input type="checkbox"/> S <input type="checkbox"/> S <input type="checkbox"/>			Desired Salary		
Position Applied for:				Languages spoken other than English:							
Do you have a current driver's license?		<input type="checkbox"/> YES <input type="checkbox"/> NO		State of issue		Expiration Date		Do you have current auto liability insurance?		YES <input type="checkbox"/> NO <input type="checkbox"/>	
Have you had any at-fault accidents within the past three years?				YES <input type="checkbox"/>		NO <input type="checkbox"/>		If so, how many?			
Have you had any moving violations during the past three years?				YES <input type="checkbox"/>		NO <input type="checkbox"/>		If so, how many?			
Are you a citizen of the United States?			YES <input type="checkbox"/>		NO <input type="checkbox"/>		If no, are you authorized to work in the U.S.?			YES <input type="checkbox"/> NO <input type="checkbox"/>	
Have you ever worked for The Next Door?			YES <input type="checkbox"/>		NO <input type="checkbox"/>		If so, when?				
EDUCATION											
High School				City/State							
Did you graduate?		YES <input type="checkbox"/>		NO <input type="checkbox"/>		Degree					
College				City/State							
Did you graduate?		YES <input type="checkbox"/>		NO <input type="checkbox"/>		Degree					
Other				City/State							
Did you graduate?		YES <input type="checkbox"/>		NO <input type="checkbox"/>		Degree					
REFERENCES - Please list three professional references.											
Full Name				Full Name				Full Name			
Relationship				Relationship				Relationship			
Phone				Phone				Phone			
Email				Email				Email			
PREVIOUS EMPLOYMENT											
Company						Supervisor					
Address						Phone ( )			May we contact YES <input type="checkbox"/> NO <input type="checkbox"/>		
Ending Job Title											
From			To			Reason for Leaving					
Responsibilities											

Company				Supervisor			
Address				Phone	( )	May we contact YES <input type="checkbox"/> NO <input type="checkbox"/>	
Ending Job Title							
From		To		Reason for Leaving			
Responsibilities							

Company				Supervisor			
Address				Phone	( )	May we contact YES <input type="checkbox"/> NO <input type="checkbox"/>	
Ending Job Title							
From		To		Reason for Leaving			
Responsibilities							

Company				Supervisor			
Address				Phone	( )	May we contact YES <input type="checkbox"/> NO <input type="checkbox"/>	
Ending Job Title							
From		To		Reason for Leaving			
Responsibilities							

**SKILLS**

Typing YES <input type="checkbox"/> NO <input type="checkbox"/> _____WPM	10-key YES <input type="checkbox"/> NO <input type="checkbox"/>	Personal Computer	YES <input type="checkbox"/> NO <input type="checkbox"/>			
Internet YES <input type="checkbox"/> NO <input type="checkbox"/>	Outlook YES <input type="checkbox"/> NO <input type="checkbox"/>	<input type="checkbox"/> PC	<input type="checkbox"/> Mac			
Software familiar with:	Word <input type="checkbox"/>	Excel <input type="checkbox"/>	Access <input type="checkbox"/>	PowerPoint <input type="checkbox"/>	Publisher <input type="checkbox"/>	Other: _____

**ADDITIONAL INFORMATION**

Please use this space to elaborate on any background, experience (paid or unpaid), activities or qualifications that you believe should be considered in evaluating your qualifications for employment. Please omit any information that would disclose your race, gender, age, marital status, ethnic origin, sexual orientation, religious or political affiliations, or disability.

**DISCLAIMER AND SIGNATURE**

I certify that my answers are true and complete to the best of my knowledge.  
 I authorize investigation of all statements contained in this application.  
 If this application leads to employment, I understand that false or misleading information in my application or interview is cause for dismissal at any time without any advance notice.  
 I understand that NDI is an "At-Will" employer and may at any time and for any reason dismiss an employee with or without cause or advance notice.

Signature		Date	
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*The Next Door is an equal employment opportunity employer*

