



Moore Center Services, Inc.

Creating Opportunities for a Good Life™

An Equal Opportunity Employer Application for Employment (Please Print Clearly)

PERSONAL

Date _____

Name _____ Telephone No. () _____
(First) (Last)

Address _____
Street City State Zip Code

Are you legally eligible for employment in the United States? _____ State age (only if under 18) _____
(Proof of eligibility will be required upon employment)

Position(s) applied for _____ Rate of pay expected \$ _____

(NOTE: Many of our positions have physical requirements, please discuss any concerns at your interview)

Have you previously worked for the Moore Center? Yes No

If yes, When? _____ Who was your Supervisor? _____

If your application is considered favorably, on what date will you be available to work? _____

Please list any friends or relatives working for the Moore Center _____

How did you learn about the Moore Center? Friend Relative Walk-in Website

Advertisement (If yes, which paper? _____) Other _____

School	EDUCATION Name and Address of School	Course of Study	Check Last Year Completed				Did You Graduate <input type="checkbox"/> Yes <input type="checkbox"/> No	List Diploma, Degree or Certificate
			1	2	3	4		
High	_____ _____ _____							
College	_____ _____ _____							
Other (Specify)	_____ _____ _____							

Are you able to do the essential job functions of the position for which you have applied with or without reasonable accommodation? Yes No

Have you ever been convicted of a crime (include: misdemeanors and felonies) which has not been annulled or expunged or sealed by a court? _____ If yes, please describe in full: _____

Have you ever had a complaint filed against you that was founded for abuse, neglect or exploitation at ANY Agency or Region? Yes No If yes, please describe in full: _____

Moore Center Services, Inc. does not discriminate in employment decisions on the basis of race, creed, color, sex, age, national origin, disability, sexual orientation, marital status or veteran status.

Employment History

Please list below all present and past employment, beginning with your most recent employer

Company Name: _____ Telephone: () _____

Address: _____

Supervisor's Name: _____ Title: _____

Dates employed: ____/____/____ to ____/____/____ Final Rate of Pay: _____

Reason for Leaving: _____

Job Title and a brief description of your duties: _____

Can we check references? Yes ___ No ___

Company Name: _____ Telephone: () _____

Address: _____

Supervisor's Name: _____ Title: _____

Dates employed: ____/____/____ to ____/____/____ Final Rate of Pay: _____

Reason for Leaving: _____

Job Title and a brief description of your duties: _____

Can we check references? Yes ___ No ___

Company Name: _____ Telephone: () _____

Address: _____

Supervisor's Name: _____ Title: _____

Dates employed: ____/____/____ to ____/____/____ Final Rate of Pay: _____

Reason for Leaving: _____

Job Title and a brief description of your duties: _____

Can we check references? Yes ___ No ___

References

List three professional references that are not related to you. If not applicable list three school or personal references that are not related to you.

	<i>Name</i>	<i>Telephone</i>	<i>Relationship</i>
1.	_____ () _____	_____	_____
2.	_____ () _____	_____	_____
3.	_____ () _____	_____	_____

Notice to Applicant – Please read and sign below.

I certify that the information provided by me in this application is true and complete. I acknowledge that, if employed by Moore Center Services, Inc., my failure to provide accurate and complete information on this application will be grounds for immediate discharge. I further acknowledge that my employment will be **"at will"** and that either Moore Center Services, Inc. or I may terminate my employment at any time for any lawful reason.

I understand that I may be required to pass a drug test and, if offered employment, a medical examination, TB testing, motor vehicle records check and criminal records check.

I authorize Moore Center Services to obtain information from all previous employers. I release all of my previous employers and all their employees, representatives, officers, directors and agents from any claims arising out of or in any way connected with the disclosure to Moore Center Services, Inc. of information from my personnel files or any other information pertaining to my employment.

Signature of Applicant: _____ Date: _____



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195 McGregor Street
Unit 400
Manchester, NH 03102

Human Resource Department
Tel: (603) 668-5423
Fax (603) 206-2710

Job Application Supplement (Voluntary)

The following information is being collected by Moore Center Services, Inc. for Equal Employment Opportunity reporting requirements.

The information we obtain through this voluntary form is for statistical purposes only and will remain confidential. This information will not be sent with your application to a hiring manager.

Please respond to the following questions:

1. Gender Male Female

2. List the position for which you are applying: _____

3. Racial/ethnic data: Please identify yourself in terms of the racial/ethnic groups listed below by checking the appropriate box:

- | | |
|--|--|
| <input type="checkbox"/> Hispanic or Latino | <input type="checkbox"/> Native Hawaiian or Other Pacific Islander |
| <input type="checkbox"/> White | <input type="checkbox"/> Asian |
| <input type="checkbox"/> Black of African American | <input type="checkbox"/> American Indian or Alaska Native |
| <input type="checkbox"/> Two or More Races | |

4. Veteran status: Vietnam Veteran Disabled Veteran
 Other _____

5. How did you hear about this job? _____

6. If you saw this position advertised, where did you see the ad? _____

Name: _____

Address: _____

Phone: _____ Date: _____