

Please let us know if you need accommodation to complete this application.



660 S. E. Fidalgo Ave.
P. O. Box 943
Oak Harbor, WA 98277
(360) 675-1989 Fax: (360) 675-8811

Application for Employment

PERSONAL INFORMATION

Date: _____

Name: _____
Last First Middle Email: _____

Address: _____
Street City State Zip

Phone: _____ Are you 18 years or older? Yes _____ No _____

Are you either a U. S. citizen or an alien authorized to work in the United States? Yes _____ No _____

Have you been convicted of a felony within the last 5 years? ** Yes _____ No _____

Describe: _____

** You will not be denied employment solely because of a conviction record, unless the offense is related to the job for which you have applied.

EMPLOYMENT DESIRED

Position: _____ Date you can start: _____ Salary Desired: _____

Are you employed now? _____ If so, may we inquire of your present employer? _____

EDUCATION	Name and location of school	No. of years attended	Did you graduate?	Subjects studied
High School				
College				
Trade, Business or Correspondence School				

Please list any other qualifications or information that is relevant to the job you are seeking:

U. S. Military or Naval Service? _____ Rank _____

Present membership in National Guard or Reserves? _____

FORMER EMPLOYERS: (List below last four employers, starting with the most recent one.)

Date (Month & Year)	Name, address, & phone number of Employer	Salary	Position	Reason for leaving	May we contact this employer?
From: To:					___ Yes ___ No
From: To:					___ Yes ___ No
From: To:					___ Yes ___ No
From: To:					___ Yes ___ No

REFERENCES: Give the names of three persons not related to you, whom you have known at least one year.

Name	Address & Phone Number	Business	Years Acquainted
1.			
2.			
3.			

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained herein including previous employers permitted to contact and the references listed above to give you any and all information concerning my previous employment and pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing same to you.

Internal policy prohibits the Company from entering into employment contracts unless they are in writing and approved by the Executive Director. Accordingly, I understand that, if hired, my employment and compensation can be terminated with or without notice, with or without cause, at any time, at the option of myself or the Company.

Date: _____

Signature: _____

Voluntary Affirmative Action Data

The following information you provide New Leaf is completely voluntary. Please be aware that we are a not-for-profit, affirmative industry that values diversity and that gives preference in hiring to people with disabilities. Our set-aside federal contracts through the AbilityOne Program (Javits-Wagner-O'Day Act) require that 75% of all direct labor hours go to people with verifiable disabilities.

Name: _____ Date of Birth: _____ SSN: _____

Ethnicity/Race:

- Hispanic or Latino
- White
- Black or African American
- Native Hawaiian or other Pacific Islander
- Asian
- American Indian or Alaska Native
- Two or more races

Gender: Male Female

Do you have a disability?

Yes No

Have you ever been on active duty in the U.S. Armed Forces?

- No
- Yes: Dates: _____
- Disabled Veteran
- Other Protected Veteran
- Recently Separated Veteran (within 3 years)
- Armed Forces Service Medal Veteran

I certify that this information is true and accurate to the best of my knowledge.

Your Signature

Date

Affirmative Action Definitions

Hispanic or Latino—a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

White—a person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Black or African American—a person having origins in any of the Black racial groups of Africa.

Native Hawaiian or Other Pacific Islander—a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Asian—a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam

American Indian or Alaska Native—a person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

Disabilities—For Affirmative Action purposes, people with disabilities are persons with a permanent physical, mental, or sensory impairment which substantially limits one or more major life activities. Physical, mental or sensory impairment means: (a) any physiological or neurological

disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the body systems or functions; or (b) any mental or psychological disorder such as mental retardation, organic brain syndrome, emotional or mental illness, or any specific learning disability. The impairment must be material rather than slight, and permanent in that it is seldom fully corrected by medical replacement, therapy or surgical means.

Disabled Veteran—a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs.

Other Protected Veteran—a veteran who served on active duty in the U.S. military, ground, naval or air service during a war or in a campaign or expedition for which a campaign badge has been authorized, under the laws administered by the Department of Defense.

Recently Separated Veteran—any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval or air service.

Armed Forces Service Medal Veteran—any veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985 (61 FR 1209).