

APPLICATION FOR EMPLOYMENT



Zen Gee Counseling
 1322 W. Main/PO Box 374
 Antlers OK 74523
 Ph: 580-298-5062
 FAX: 580-298-9958

"Embracing Change"

APPLICANT INFORMATION				Date		
Last Name	First	M.I.	Maiden	Gender	M	F
Address		City		State	Zip	
Phone		E-mail Address				
Other Number		Position applied for		Date available		Desired salary
Check all types of work you would accept: Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary <input type="checkbox"/> Contract <input type="checkbox"/>						
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 this company? YES <input type="checkbox"/> NO <input type="checkbox"/> If so, when?						
If related to anyone employed by this agency, state name and department.						
Referred by:						
Do you have a criminal record? YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, misdemeanor or felony?						
Are you employed now? YES <input type="checkbox"/> NO <input type="checkbox"/> If so, may we inquire of your present employer? YES <input type="checkbox"/> NO <input type="checkbox"/>						
Do you have a valid driver's license? YES <input type="checkbox"/> NO <input type="checkbox"/> Are you willing to travel? YES <input type="checkbox"/> NO <input type="checkbox"/>						

EDUCATION			
High School		Address	
From	To	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/> Degree

College		Address	
From	To	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/> Degree

Other		Address	
From	To	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/> Degree

SUBJECTS OF SPECIAL STUDY OR RESEARCH WORK	

WHAT FOREIGN LANGUAGE(S) DO YOU SPEAK FLUENTLY?	Read?	Write?
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SPECIAL SKILLS

PREVIOUS EMPLOYMENT				
Starting with the most recent, list the last four employers.				
Date: Month & Year	Company/Employer Name Address	Position	Salary	Reason for Leaving
From: To:				
From: To:				
From: To:				
From: To:				

REFERENCES			
List below the names of three persons not related to you, whom you have known at least one year.			
NAME	ADDRESS	BUSINESS	YEARS ACQUAINTED

EMERGENCY CONTACT	
Name _____	Address _____
Phone _____	Other Phone _____

I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED IN THIS APPLICATION. I UNDERSTAND THAT MISREPRESENTATION OR OMISSION OF FACTS CALLED FOR IS CAUSE FOR DISMISSAL. FURTHER, I UNDERSTAND AND AGREE THAT MY EMPLOYMENT IS FOR NO DEFINITE PERIOD AND MAY, REGARDLESS OF THE DATE OF PAYMENT OF MY WAGES AND SALARY, BE TERMINATED AT ANY TIME WITHOUT ANY PREVIOUS NOTICE.

Signature _____ Date _____

OFFICE USE: DO NOT WRITE BELOW THIS LINE-----

INTERVIEWED BY		DATE	
REMARKS _____			

NEATNESS		CHARACTER	
PERSONALITY		ABILITY	
HIRED	DEPT.	POSITION	HIRE DATE
SALARY			
APPROVED BY: CEO <input type="checkbox"/> Clinical Director <input type="checkbox"/> Office Manager <input type="checkbox"/> Other <input type="checkbox"/>			

Zen Gee Counseling considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status. Applicants will be subject to a pre-employment drug screening as required by Zen Gee Counseling & Psychological Service's policy. Employment is contingent upon satisfactory drug testing results. Drug and alcohol screening will also be randomly administered during employment.

I hereby declare that the above information is complete and accurate to the best of my knowledge. I agree that my employment is based on the facts that I have given. I therefore authorize investigation of all statements contained in this application for employment as may be necessary to arrive at an employment decision. I understand acceptance of this application may not constitute employment.

In the event of employment, I understand that false or misleading information given in my application of interview(s) may result in termination. I understand also, that I am required to abide by all policies and procedures of Zee Gee Counseling. This application for employment shall be considered active for a period of one year. Any applicant wishing to be considered for employment beyond this time period will be required to complete a new application for employment.

Signature of Applicant: _____ Date: _____

NOTICE AND ACKNOWLEDGMENT

[IMPORTANT – PLEASE READ CAREFULLY BEFORE SIGNING ACKNOWLEDGMENT]

NOTICE REGARDING BACKGROUND INVESTIGATION

Zen Gee Counseling may obtain information about you from a consumer reporting agency for employment purposes. Thus, you may be the subject of a “consumer report” and/or an “investigative consumer report” which may include information about your character, general reputation, personal characteristics, driving record, and/or mode of living, and which can involve personal interviews with sources such as your current and past employers, friends, or associates as well as past employment information in compliance with regulations of the U.S. Department of Transportation (DOT), including 49 CFR Part 40 and 49 CFR Part 382, regarding DOT drug and alcohol testing results from past employers.

These reports may be obtained at any time after receipt of your authorization and, if you are hired, throughout your employment. You have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report. Please be advised that the nature and scope of the most common form of investigative consumer report obtained with regard to applicants for employment is an investigation into your education and/or employment history conducted by PreHire Screening Services LLC, 4273 Will Rogers Parkway, Oklahoma City, OK 73108, 1(800)543-8722. The scope of this notice and authorization is all-encompassing, however, allowing Zen Gee Counseling to obtain from any outside organization all manner of consumer reports and investigative consumer reports now and, if you are hired, throughout the course of your employment to the extent permitted by law. As a result, you should carefully consider whether to exercise your right to request disclosure of the nature and scope of any investigative consumer report.

ACKNOWLEDGMENT AND AUTHORIZATION

I acknowledge receipt of the NOTICE REGARDING BACKGROUND INVESTIGATION AND A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and certify that I have read and understand both of those documents. I hereby authorize the obtaining of “Consumer Reports” and/or “Investigative Consumer Reports” at any time after receipt of this authorization and, if I am hired, throughout my employment. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by PreHire, another outside organization acting on behalf of Zen Gee Counseling. I agree that a facsimile (FAX) or photographic copy of this Authorization shall be as valid as the original.

_____ **Oklahoma Applicants Only: I request a copy of any credit report requested on me.**

The following information is for identification purposes only (to perform the background check), and will not be used for any other reason:

PRINT LEGAL NAME

DATE

SIGNATURE OF EMPLOYEE OR PROSPECTIVE EMPLOYEE

DATE OF BIRTH

SOCIAL SECURITY NUMBER/ STATE

CURRENT ADDRESS

PREVIOUS ADDRESSES (Last 7 years)

OTHER NAMES I HAVE BEEN KNOWN BY (Including maiden or alias name[s])