

PREVIOUS WORK EXPERIENCE

(please list your last 4 employers – starting with the most recent)

Employer Name: _____
Date Hired: _____ To: _____ Total Length of Employment: _____
Address: _____
Supervisor's Name: _____ Telephone #: _____
Position Held: _____ Length of Time In Current Position: _____
Previous Positions Held with This Employer: _____
Current Duties: _____

May We Contact This Employer?: _____

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Please list any other skills, education, and/or training that you have acquired through trade school, on-the-job-training, college degrees, military, or volunteer experience:

Please answer the following questions.

1. Why would you like to work at New Leaf? _____

2. What special, personal qualities do you have that we should know about? _____

3. What is your understanding of and experience with a small business environment? _____

4. What do you see as the purpose of your life? _____

5. What long-range goals do you have? _____

I certify all information given on this application and any supporting information is true and complete, and I authorize a complete investigation. I agree that if hired, I may be discharged if New Leaf, at any time, learns of any falsification or material omission, in the information I have provided. If discovered before hire, I would be ineligible for consideration for not only this position, but future positions as well.

I authorize New Leaf to contact all former and current employer references listed, and all educational institutions. All references are authorized to release all information requested that they may have about me. I hereby release New Leaf and all references from any liability that might be claimed as a result of any information provided by such references.

I agree that if hired, I will follow all New Leaf policies, rules, procedures, and all other directions. I understand I may terminate my employment at any time and for any reason, without prior notice. I agree that if I am hired, I will be employed at the will of New Leaf, and my employment can be terminated at any time, with or without notice.

I understand New Leaf is committed to promoting safety and high standards of employee performance, productivity, and reliability. In order to achieve this, all finalists may be subjected to a drug test prior to be hired, to assure New Leaf that the applicant does not currently have narcotics, sedatives, stimulants, and other controlled (or non-controlled)/mood-altering substances in his/her body. I understand that if I have any such substance in my body at the time of the drug test, New Leaf will not hire me. I further understand that if, at any time during my employment with New Leaf, my supervisor, or any other manager, may require as a condition of continued employment, a substance test, if they have a reasonable suspicion that I am under the influence of any substance that might result in harm to myself or others.

I further understand that if I am selected as a finalist for any position, New Leaf will do an investigation of criminal convictions. (NOTE: a conviction does not automatically excluded an applicant from consideration. Your suitability for the position sought will be evaluated based on the totality of the circumstances of such conviction, such as: nature of the crime, how recent the conviction, the type work involved, etc.)

I understand that New Leaf reserves the right to add to, change, and/or delete their policies, procedures, work rules, and benefits at any time and that no one at New Leaf has the authority to enter into any agreement, unless that agreement is set forth in writing and signed by the General Manager or CEO.

Applicant Signature

Social Security Number

Date: _____