

**NEWFOUND REGION CHAMBER OF COMMERCE
EMPLOYMENT APPLICATION**

The Newfound Region Chamber of Commerce (NRCC) is an equal opportunity employer.
All qualified applicants will be considered without regard to age, sex, race, color, marital status,
physical or mental disability, religious creed, national origin, or sexual orientation

Personal Data

Name _____

Present Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

Have you ever interviewed with the NRCC before? Yes No

If yes, please indicate when, for what position and whom you interviewed with:

Have you ever been employed by the NRCC before? Yes No

If yes, please indicate when, in what position and who your supervisor was:

Do you have any relatives employed by the NRCC? Yes No

If yes, please indicate name and what position/department they are in:

Education – Include Technical/Academic Achievements/Courses

Have you obtained a high school diploma or GED certificate? Yes No

School	Name & Location	Diploma/Degree	Subject of Specialization
College/University			
Vocational/Business Other			
Specialized Courses & Training			

Education (continued)

List Any Professional Designations _____

Other Special Knowledge, Skills or Qualifications _____

Computer Skills (Hardware/Software) _____

Employment History – Begin With Most Recent Employment (not appearing on resume)

Dates From _____ To _____ Company _____

Address _____

City _____ State _____ Phone _____

Supervisor's Name _____

Reason for Leaving _____

Dates From _____ To _____ Company _____

Address _____

City _____ State _____ Phone _____

Supervisor's Name _____

Reason for Leaving _____

Dates From _____ To _____ Company _____

Address _____

City _____ State _____ Phone _____

Supervisor's Name _____

Reason for Leaving _____

Personal References – Provide Contact Information of Three Persons Not Related to You

Name _____ Phone _____

Address _____

Occupation _____ Years Known _____

Name _____ Phone _____

Address _____

Occupation _____ Years Known _____

Name _____ Phone _____

Address _____

Occupation _____ Years Known _____

General

May we contact your current employer for references? Yes No

Will you be able to perform the essential job functions for the position you are applying for with or without reasonable accommodation? Yes No

Have you ever been convicted of any crime (felony or misdemeanor) that has not been officially annulled by a Court? Yes No

If yes, please provide the date, location and nature of the felony or misdemeanor conviction(s).

Please note: Conviction is not an automatic disqualifier for employment. Each case is considered individually.

Certification & Authorization

The above information is true and correct. I understand that the hiring process will be terminated, or in the event of my employment by the NRCC, I shall be subject to dismissal, if any information that I have given in this application, in any resume or interview or any part of the hiring process is false or misleading or if I have failed to give any information herein requested, or if I have withheld relevant information, regardless of the time elapsed after discovery.

I authorize the NRCC to inquire into my educational, professional and past employment history references as needed to research my qualifications for this position. I hereby give my consent to any former employer to provide employment-related information about me to the NRCC and will hold the NRCC and my former employer harmless from any claim made on the basis that such information about me was provided or that any employment decision was made on the basis of such information. I further authorize the NRCC to obtain any credit and consumer check. I understand that the NRCC will provide a separate Disclosure and Release required by law that will permit the NRCC to make such inquiries through the services of a third party.

I understand that nothing in this employment application, the granting of an interview or my subsequent employment with the NRCC is intended to create an employment contract between myself and the NRCC under which my employment could be terminated only for cause. On the contrary I understand and agree that, if hired, my employment will be terminable at will and may be terminated by me or the NRCC at any time and for any reason. I understand that no person has any authority to enter into any agreement contrary to the foregoing.

If employed, I will be required to provide original documents that verify my identity and right to work in the United States under the Immigration Reform and Control Act (IRCA) of 1986. The document(s) provided will be used for completion of Form I-9.

I hereby acknowledge that I have read and agree to the above statements.

Signature _____

Date _____