

Notice to All Applicants

Please complete the entire application packet carefully. IF YOU FAIL TO COMPLETE ANY PART OF THE APPLICATION WE MAY NOT CONSIDER YOUR APPLICATION FOR EMPLOYMENT.

Please do not call to check on the status of your application. If you are selected for an interview, you will be contacted. Meeting minimum qualifications does not guarantee an interview. We reserve the right to consider only the most qualified applications for any position. All applications stay on file for one year.

New Foundations Home for Children is committed to providing Equal Employment Opportunities for all employees and job applicants. The agency's recruiting and promotion practices and other conditions of employment shall be maintained and conducted in a manner which does not discriminate on the basis of age, disability, race, color, gender, religion, sexual orientation, veteran status, or national.

New Foundations Home for Children

Mandatory Requirements Checklist and Background Investigations Consent Form

New Foundations is a residential group care facility for children and adolescents. Due to the important nature of our business and for the well fare of both our clients and staff, it is necessary for all applicants to meet certain requirements. The requirements are listed below. Please check the requirements that you meet. If you do not meet the requirement you may explain the circumstances. All items listed are MANDATORY REQUIREMENTS. Chemical screenings, background investigations, social security numbers traces, and motor vehicle records request will be performed on applicants that have been interviewed and potential employees. If you do not meet the following requirements do not proceed with the application.

- Applicants must be 21 years or older

MANDATORY REQUIREMENT- no exceptions

- Applicants that are offered a position must submit to a drug screen and test negative for illegal drugs

MANDATORY REQUIREMENT-no exceptions

- Applicants must submit to a fingerprint State and Federal background check

MANDATORY REQUIREMENT- Some items may be waived but is dependent upon the nature of the offense/s and length of time that has elapsed.

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- Applicants name must not appear on any Central Registry (registry for perpetrators of abuse or neglect)

MANDATORY REQUIREMENT- no exceptions

- Applicants name must not appear on State or Nationwide Sex Offender Registry

MANDATORY REQUIREMENT- no exceptions

- Applicants must possess a valid Driver's License

MANDATORY REQUIRMENT- Some items may be waived depending upon the nature of offense and length of time elapsed- Applicants offered a position must provide permission for New Foundations to request a three year driving record.

- All applicants must submit to a social security number trace for verification of residence/s within the last seven years.

MANDATORY REQUIREMENT- no exceptions

- Applicants that have lived outside of South Carolina within the last seven years must list all cities and states lived in. New Foundations requires that you submit a background investigation for each city listed.

MANDATORY REQUIREMENT- no exceptions

New Foundations Home for Children

Questions for Employment

Many of our positions require transporting clients. Do you have access to transportation?

Yes No

Do you possess a valid SC Driver's License?

Yes No

Are you available to work on short notice?

Yes No

Are you at least 21 years old?

Yes No

Is there a minimum hourly rate that you will accept?

Yes No

Please be sure to answer completely. Depending on the available openings, applicants may be excluded because their availability does not meet our needs.

Enter the hours that you are available to work each day.

Saturday _____

Sunday _____

Monday _____

Tuesday _____

Wednesday _____

Thursday _____

Friday _____

*Employment is contingent upon successful completion of background, motor vehicle records, and chemical screening checks. Background, motor vehicle records, and chemical screening checks may take up to 21 days to complete.

New Foundations Home for Children

Equal Opportunity Employer
APPLICATION FOR EMPLOYMENT

Please print. Answer all questions. Applications are active for 90 days. Applications that are illegible, incomplete, unsigned, or older than 90 days will not normally be given consideration.

Date of Application: _____ Date Available for Employment: _____

Position Applying For: _____

How did you hear of this position? Newspaper Walk in Friend/Relative Employment Agency Job Line

Other, please explain _____

Last Name	First Name	M. I.	Social Security Number
Present Address:	City & State	Zip Code	Telephone No.

If Less than One Year, Give Previous Address:

Are you a U.S. Citizen, or Lawfully Authorized to Work in the U.S. ? Yes No Have you lived outside of South Carolina in the past 7 years? No Yes If yes, list states with counties:

Person to Notify in an EMERGENCY:

Name: _____ Relationship: _____
Address: _____ Telephone: () _____

Relatives or Friends employed by New Foundations (Name and Relationship)

Have you previously applied for a job at New Foundations? Yes No

If yes, Give Dates:

Have you ever worked for New Foundations? Yes No

If yes, Give Dates: _____ Reason for separation: _____

Have you ever been charged, convicted of, or pled guilty to a crime? Yes No

If yes, when? _____ Where? _____

For What?

What hours of work are you applying for? Full time Part time

Rank in order of preference the shifts you can work: [] First shift [] Second shift [] Third shift [] Weekends

Please circle the highest grade level completed:
High School College Graduate Level
1 2 3 4 1 2 3 4 1 2 3 4 +

Do you have a: HS Diploma GED Associates
 Bachelor's Masters Doctorate

Do you have a valid driver's license? Yes No

Start / End Date: _____
Name of School: _____
Address of School: _____
Field of Degree: _____

In at least one paragraph, describe why you think you are a good candidate for this position:

Personal References - List Three References (not relatives)

Name	Address	Phone No.	Relationship

Employment Experience

List Employment History beginning with most recent employer first. **Please Complete All Sections and Print Clearly**

1. Employer _____ Job Title: _____
Phone _____ Address _____
Supervisor _____ Supervisor Email: _____
Dates Employed from: _____ to _____ May we contact? YES NO
Reason for Leaving: _____

2. Employer _____ Job Title: _____
Phone _____ Address _____
Supervisor _____ Supervisor Email: _____
Dates Employed from _____ to _____ May we contact? YES NO
Reason for Leaving: _____

3. Employer _____ Job Title: _____
Phone _____ Address _____
Supervisor _____ Supervisor Email: _____
Dates Employed from _____ to _____ May we contact? YES NO
Reason for Leaving: _____

4. Employer _____ Job Title: _____
Phone _____ Address _____
Supervisor _____ Supervisor Email: _____
Dates Employed from _____ to _____ May we contact? YES NO
Reason for Leaving: _____

I certify that the answers on this application are true, to the best of my knowledge and belief. I have not knowingly withheld any facts or circumstances that would detrimentally affect my application for employment. I understand that any misleading, incorrect or incomplete statement may render this application null and void, and would be cause for dismissal, if employed.

I authorize New Foundations to make any investigation, and to obtain all lawful information in connection with this application, which it deems necessary to confirm the statements I make in this application, and to circulate such information to the appropriate persons who consider this application. I request and authorize all references and current and former employers to supply information about me verbally or in writing to New Foundations. In consideration for their furnishing such information, I hereby waive any claims against them, which may arise from their furnishing it.

I am aware that New Foundations is a drug free work environment and I will adhere to New Foundations' Substance Abuse Program.

NOTHING IN THIS APPLICATION CONSTITUTES AN OFFER OF EMPLOYMENT OR A CONTRACT OF EMPLOYMENT. I UNDERSTAND THAT IF I AM EMPLOYED BY NEW FOUNDATIONS THERE IS NO EMPLOYMENT CONTRACT FOR A DEFINITE DURATION. I UNDERSTAND THAT MY EMPLOYMENT IS AT-WILL, THAT I HAVE THE RIGHT TO TERMINATE MY EMPLOYMENT AT ANY TIME, FOR ANY REASON, AND NEW FOUNDATIONS HAS A SIMILAR RIGHT. I UNDERSTAND THAT NO AGENCY POLICY, PRACTICE, OR STATEMENT BY ANY ASSOCIATION REPRESENTATIVE SHALL LIMIT OR ALTER THIS AT-WILL RELATIONSHIP. I UNDERSTAND THAT THE RULES, REGULATIONS, POLICIES, PRACTICES, AND PROCEDURES OF NEW FOUNDATIONS ARE ADVISORY IN NATURE AND MAY BE CHANGED BY THE AGENCY AT ANY TIME WITHOUT NOTICE.

Applicant's Signature _____ Date _____