

APPLICATION FOR EMPLOYMENT

New Horizons Rehabilitation Services, Inc.

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status. We are an "at will employer."

PLEASE PRINT LEGIBLY IN ALL APPLICABLE AREAS BELOW

Last Name	First Name	Middle Name
Address	City	State
(H)	(W)	(Cell)
Telephone Number(s)		Email Address
Zip Code		

Position(s) Applied For _____ Date of Application _____

How did you hear about us?

Advertisement
 Relative
 Inquiry
 Friend
 Web Site
 Other _____

Best time to contact you at home is _____ AM/PM

Are you over 18 years of age? Yes No

Have you applied for a position with us before? Yes No
 If yes, please give date _____

Have you been employed with us before? Yes No
 If yes, please give date _____

Are you currently employed? Yes No
 If yes, can we contact your present employer? Yes No

Date available for work ____/____/____ What is your desired salary range? _____

Are you available to work: Full-Time Part-Time Temporary

Do you have reliable transportation? Yes No

Have you been convicted of a felony within the last five years? Yes No

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

EDUCATION	Type of School	Name and Address of School	Course of Study	Years Completed	Diploma/Degree
	High School				
	Undergraduate College/University				
	Graduate Professional				
	Other (Please Specify)				

Describe any specialized training, skills and extra-curricular activities.

List professional, trade, business or civic activities and offices held, or other qualifications.

Computer / Technology Skills (check all that apply)

Email and calendar systems
 Data entry and word processing software
 Online payroll and training platforms / learning systems
 Electronic documentation or case management systems

Artificial Intelligence (AI) tools
 Comfortable learning new computer systems
 Other computer/software skills: _____

Computer Skill Level

Beginner – Limited experience using computers
 Basic – Can use email and basic programs with guidance

Intermediate – Comfortable using multiple systems and learning new software
 Advanced – Very comfortable troubleshooting and learning new technology

REFERENCES

Professional references preferred.

1. _____ () ()
 Name Phone Number(s)

 Address

2. _____ () ()
 Name Phone Number(s)

 Address

3. _____ () ()
 Name Phone Number(s)

 Address

Applicant's Statement

I certify that the answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with New Horizons is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand that I am required to abide by all rules and regulations of New Horizons.

Signature Of Applicant

Date

