

MAINSTREAM SERVICES, INC
 4757C Route 152
 Lavalette, WV 25535

Phone: 304-522-1945
 Fax: 304-522-1946

APPLICATION FOR EMPLOYMENT

Return completed form and required documents to above address:
 Type or print using black ink.

Personal

Date: _____

Last Name	First	Middle	Maiden
Present Address		Phone	
Position Applied For		Social Security Number	
Have you ever been employed or applied for employment with us? If yes, when? _____			
Have you worked for any other Behavioral Health Organization? If yes, where? _____			
Are you a citizen of the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If not, do you have proof of right to work or for permanent residence in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Education - All academic training must be verified in the form of an official transcript, copy of diploma, license or certificate.

High School	Name and Address	Degree or Certificate
College	Name and Address	Degree or Certificate
Business, Vocational, Trade	Name and Address	Degree or Certificate
Additional Training	Name and Address	Degree or Certificate

Other Skills, Licenses, or Certifications _____

Are you certified in CPR? Yes No
 Computer Skills _____

Are you certified in First Aid? Yes No

Employment Experience – List last four jobs held, starting with your present or last job. Explain any gaps in employment. You may attach a resume, but it **WILL NOT** be accepted in place of this application. **MAY WE CONTACT YOUR CURRENT EMPLOYER? YES OR NO**

Employer	Type of Business
Address	Employed (month and year)
	From To
Telephone	Supervisor’s Name and Title
Job Title, Responsibilities, Task Performed	Reason for Leaving

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Write a brief description of your present duties and responsibilities:

Professional References – Please list three persons (other than relatives or personal friends) who have knowledge of your skills and abilities for the position for which you have applied.

Name	Address, City, State, ZIP	Telephone with area code

Do you have any relatives working for Mainstream Services? Yes No

If yes, please give details.

APPLICANT: READ ACKNOWLEDGEMENT CAREFULLY

I certify that all information provided in this employment application is true and complete. I understand that any false information, misrepresentation or omission in this application or other employment-related forms or during the interview process may disqualify me from further consideration for employment and may result in my dismissal if discovered at any later date.

I understand that federal law requires agencies providing behavioral health services to conduct a criminal background check on all applicants seeking employment. Therefore, I agree to submit to a criminal background check as a condition of employment. I understand I may be denied employment based on the outcome of the investigation or if hired as a “provisional” employee pending the outcome of the check and if hired under this exception, continued employment is conditional upon the receipt of a favorable request.

I authorize Mainstream Services to make a thorough investigation into my past employment, education, criminal background and any other job related activities. I release from liability all persons, companies, corporations, educational institutions, law enforcement agencies and federal, state or local governments, supplying such information and indemnify Mainstream Services against any liability which might result from making such an investigation.

I also understand and authorize that the information I have provided may be verified by contacting former employers, references, educational institutions, law enforcement agencies and federal state and local governments, including records verifying employment, education and criminal history.

Signature of Applicant (unsigned applications will not be considered) Date

EQUAL EMPLOYMENT OPPORTUNITY

In compliance with federal, state and local equal employment opportunity laws, Mainstream Services assures all applicants of equal opportunity when applying for employment. No applicant will be discriminated against based on age, color, race, sex, national origin, ancestry, religion, creed, marital status, mental or physical disability, veteran status or any other non-job related factors.