



The New Transition Center is a newly formed non-profit and community-based center to enhance the lives of young adults with special needs and the loved ones who support them. The Center is located in the heart of Roanoke, Texas providing structured daily programs and special events including community-based field trips, family support programs and innovative therapeutic workshops to address the unmet needs of this group. We opened our doors in January 2020 are looking for passionate, motivated self-starters who will help us build and grow our amazing program! We seek to be a creative and innovative space for those with special needs and position ourselves as leaders in the community.

APPLICATION FOR EMPLOYMENT

All applicants are considered for all positions without regard to race, religion, color, sex, gender, sexual orientation, pregnancy, age, national origin, ancestry, physical/mental disability, medical condition, military/veteran status, genetic information, marital status, ethnicity, citizenship or immigration status or any other protected classification, in accordance with applicable federal, state, and local laws. By completing this application, you are seeking to join a team of hardworking professionals dedicated to consistently delivering outstanding service to our customers and contributing to the financial success of the organization, its clients, and its employees. Equal access to programs, services, and employment is available to all qualified persons. Those applicants requiring accommodation to complete the application and/or interview process should contact a management representative. Please complete the below:

Position(s) Applied for		Date of Application	
Print Name (Last, First, & Middle)			
Street Address		City	State
Main Phone Number	Alternate Phone Number	Email	

INTEREST

Why are you interest in working at The New Transitions Center?

PREVIOUS EXPERIENCE

What experience (if at all) do you have engaging, volunteering or working with folks who have special needs or developmental disabilities?

EMPLOYMENT EXPERIENCE

Please list the names of your present or previous employers in chronological order with present or most recent employer listed first. Be sure to account for all periods of time. If self-employed, give firm name and supply business references. Add additional page if necessary.

Name of Employer	Supervisor	May we contact?
		<input type="checkbox"/> Yes <input type="checkbox"/> No
Street Address		
Phone Number	Dates Employed (Month/Year)	
	From	To
Job Title and Duties	Reason for Leaving	

Name of Employer	Supervisor	May we contact?
		<input type="checkbox"/> Yes <input type="checkbox"/> No
Street Address		
Phone Number	Dates Employed (Month/Year)	
	From	To
Job Title and Duties	Reason for Leaving	

Name of Employer	Supervisor	May we contact?
		<input type="checkbox"/> Yes <input type="checkbox"/> No
Street Address		
Phone Number	Dates Employed (Month/Year)	
	From	To
Job Title and Duties	Reason for Leaving	



Have you ever been involuntarily terminated or asked to resign from any job?..... Yes No

If yes, please explain

Please explain any gaps in your employment history:

Please list any other experience, job related skills, additional languages, or other qualifications that you believe should be considered in evaluating your qualifications for employment:

EDUCATION

Please describe your educational background in the table provided below.

	School Name	Years Completed	Diploma/ Degree (Yes/No)	Area of Study/Major	Specialized Training, Skills, or Extra-Curricular Activities
High School					
College/ University					

Graduate/ Professional School					
Trade School					
Other					

BUSINESS AND PROFESSIONAL REFERENCES

Please list three professional references of individuals who are **not** related to you.

Name and Title	Relationship	Phone Number or Email

PERSONAL REFERENCES

Please list three people who know you well.

Name and Title	Relationship and Years Acquainted	Phone Number or Email

GENERAL INFORMATION

1. Have you ever used another name?..... Yes No
2. Is any additional information relative to name changes, use of an assumed name, or nickname necessary to enable a check on your work and educational record?..... Yes No
 - a. If yes to either of the above, please explain:

3. Are you at least 18 years of age?..... Yes No
4. Have you ever volunteered or worked for this organization before?..... Yes No
 - a. If yes, please give dates and position: _____

5. On what date are you available to begin working? _____

6. Days/Hours available:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

7. Do you drive and/or own a vehicle?

 I drive and own a vehicle
 I drive and DO NOT own a vehicle
 No



- 8. If hired, would you have a reliable means of transportation to and from work?..... Yes No
- 9. Can you travel if the position requires it?..... Yes No
- 10. Can you relocate if the position requires it?..... Yes No
- 11. Do you have current certification in CPR and First Aid?..... Yes No
- 12. Do you have friends and/or relatives working for this company?..... Yes No

a. If yes, name(s) and relationship(s): _____

13. On what date are you available to begin work? _____

14. Days/Hours available to work:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

- 15. Are you available to work? Full-time Part-time Shift Work Temporary
- 16. If hired, can you present evidence of your identity and legal right to work in this country?... Yes No
- 17. Are you able to perform the essential job functions of the job for which you are applying with or without reasonable accommodation?..... Yes No
 - a. Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for qualified applicants/employees to perform essential job functions.

ACKNOWLEDGMENT OF ADDITIONAL REQUIREMENTS

Select the below to acknowledge that in order to complete this application the below additional paperwork either in hard copy or emailed to amber@newtransitionscenter.org is required:

- Participate in a phone and or in-person interview
- Provide a Copy of Identification (Passport, Driver’s License or State Issued ID Card)
- Completion and clearance of a Criminal Background Check
- Provide a Copy of Valid CPR/First Aid Certification or Complete Certification
- Complete on-boarding and orientation

CONFIDENTIALITY

_____ I understand that anything I hear or learn regarding individuals during my volunteer work with **New Transitions Center** must be kept in the strictest of confidence. I accept that a breach of this confidentiality may result in a termination of my volunteering with **New Transitions Center**.

APPLICANT STATEMENT AND AGREEMENT

Please read and initial each paragraph below. If there is anything that you do not understand, please ask.

_____ I hereby authorize the Company to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the prior employers and references I have listed to disclose to the Company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the Company, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

_____ In the event of my employment with the Company, I understand that I am required to comply with all rules and regulations of the Company.

_____ If hired, I understand and agree that my employment with the Company is at-will, and that neither I, nor the Company is required to continue the employment relationship for any specific term. I further understand that the Company or I may terminate the employment relationship at any time, with or without cause, and with or without notice. I understand that the at-will status of my employment cannot be amended, modified, or altered in any way by any oral modifications.

_____ I understand that safety of employees is extremely important to the Company and that the Company is committed to ensuring a safe working environment. I understand that I, and every employee, have a responsibility to prevent accidents and injuries by observing all safety procedures and guidelines and following the directions of my site supervisor. I understand and agree to comply with federal, state, and local regulations related to on-the-job safety and health.

_____ I hereby certify that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

_____ I understand that if I am selected for hire, it will be necessary for me to provide satisfactory evidence of my identity and legal authority to work in the United States, and that federal immigration laws require me to complete an I-9 Form in this regard.

_____ I understand that if any term, provision, or portion of this Agreement is declared void or unenforceable, it shall be severed and the remainder of this Agreement shall be enforceable.

MY SIGNATURE BELOW ATTESTS TO THE FACT THAT I HAVE READ, UNDERSTAND, AND AGREE TO ALL OF THE ABOVE TERMS.

Signature: _____

Name (print): _____ **Date:** _____