



**Pre-Employment Application**

**Mission Statement:**

Memphis Recovery Centers, Inc., (MRC) is committed to providing professional, cost-effective treatment services to youth, adults, and their families who are experiencing significant life problems due to the abuse of alcohol or other addictive drugs. Individuals with addiction and co-occurring disorders receive services intended to return the individual to an adaptive level of spiritual, physical, emotional, social and occupational functioning.

**Internal Mission Statement:**

All MRC employees shall communicate dignity, optimism and genuine concern to patients, guests and other MRC employees.

For more information about MRC, please visit: [www.memphisrecovery.com](http://www.memphisrecovery.com)

Like most companies, and particularly those whose primary mission is to help people, MRC is committed to hire applicants who are qualified and have a passion to help others. We realize it takes time and patience to find meaningful work and we appreciate your time in completing our application.

- MRC is committed to a drug free workplace. MRC tests applicants for illicit substance use.
- Out of consideration for patients and employees, MRC is a cologne and perfume free environment.
- TN law prohibits smoking in the workplace.

**Please send your application to:**

**Mail:**

Memphis Recovery Centers, Inc.  
Attn: Human Resources Manager  
219 North Montgomery Street  
Memphis, TN 38104

**E-mail:**

contact@memphisrecovery.com

**Fax:**

901.274.8239

**Memphis Recovery Centers, Inc. is an Equal Opportunity Employer.**

# Memphis Recovery Centers, Inc.

## Pre-Employment Application

PLEASE PRINT AND COMPLETE ALL BLANKS

Position(s) applied for \_\_\_\_\_ Date of application \_\_/\_\_/\_\_

Referral Source  Advertisement  Employee  Relative  Other \_\_\_\_\_  
Name of Source (if applicable) \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle

Previous Names Used \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip

Telephone Number (\_\_\_\_\_) \_\_\_\_\_ Social Security Number \_\_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

Are you over 24? .....  Yes  No

Have you filed an application here before? If yes, give date. .... \_\_/\_\_/\_\_  Yes  No

Have you ever been employed here before? .....  Yes  No

If yes, give dates.....From \_\_/\_\_/\_\_ To \_\_/\_\_/\_\_

Are you legally eligible for employment in this country? .....  Yes  No  
(Proof of U.S. Citizenship or immigration status will be required upon employment.)

Type of employment desired  Full-Time  Part-Time  Temporary

Are you on lay-off and subject to recall? .....  Yes  No

Are there times you will be unable to work? .....  Yes  No

If yes, give times.....\_\_\_\_\_

Will you work overtime if required? .....  Yes  No

Have you ever been convicted of a felony, sex related crime, child abuse related offense or D.U.I.?  Yes  No  
(Such conviction may be relevant if job related, but does not bar you from employment.)

If yes, please explain \_\_\_\_\_  
\_\_\_\_\_

Are you on parole or probation at this time? .....  Yes  No

Is your driver's license valid at this time? .....  Yes  No

Driver's license # \_\_\_\_\_ State \_\_\_\_\_ Expiration Date \_\_/\_\_/\_\_ Type \_\_\_\_\_

**EMPLOYMENT HISTORY**

<p align="center"><b>List your last four employment or internship experiences starting with <u>the most recent.</u></b>  <b>Explain any gaps in employment below.</b></p>											
Employer						Dates Employed	From:		To:		
Telephone	( )										
Address											
Job Title						Starting Salary	\$		per		
Supervisor	Title:					Ending Salary	\$		per		
Reason For Leaving						Summarize the nature of the work performed and job responsibilities:					
May we contact for reference?	Yes		No		Later						
Employer						Dates Employed	From:		To:		
Telephone	( )										
Address											
Job Title						Starting Salary	\$		per		
Supervisor	Title:					Ending Salary	\$		per		
Reason For Leaving						Summarize the nature of the work performed and job responsibilities:					
May we contact for reference?	Yes		No		Later						
Employer						Dates Employed	From:		To:		
Telephone	( )										
Address											
Job Title						Starting Salary	\$		per		
Supervisor	Title:					Ending Salary	\$		per		
Reason For Leaving						Summarize the nature of the work performed and job responsibilities:					
May we contact for reference?	Yes		No		Later						
Employer						Dates Employed	From:		To:		
Telephone	( )										
Address											
Job Title						Starting Salary	\$		per		
Supervisor	Title:					Ending Salary	\$		per		
Reason For Leaving						Summarize the nature of the work performed and job responsibilities:					
May we contact for reference?	Yes		No		Later						
<p><b>Comments, including explanations regarding gaps in employment:</b></p>											

## EDUCATIONAL BACKGROUND

**A.** List last three (3) schools attended, starting with most recent. **B.** List number of years completed. **C.** Indicate degree or diploma earned if any. **D.** Grade Point Average or Class Rank and **E.** Major field of study **F.** Graduated: Yes/No.

A. School	B. # of Years Completed	C. Specify Degree/ Diploma Received (if any)	D. GPA Class Rank	E. Major	F. Graduated Yes / No

## REFERENCES

List name and telephone of three business/work references that are not related to you and are not previous supervisors.

If not applicable, list three school or personal references that are not related to you.

Name	Telephone	Relationship	Years Known
	Area Code (    )		
	Area Code (    )		
	Area Code (    )		

**Skills and Qualifications** -Summarize any special training, licenses, certificates, or experiences that may qualify you as being able to perform job-related functions for the position for which you are applying:

Who should be contacted in case of emergency?

Relationship

Name

Phone

Street address

City

State

Zip

# Memphis Recovery Centers, Inc.

- Will you abide by the safety rules and policies of MRC? .....  Yes  No
- Are you willing to have a drug screen at company expense? .....  Yes  No
- Have you ever received treatment for alcohol and/or drug use? .....  Yes  No
- Have you ever used any illegal drug, including marijuana, in the last two years? .....  Yes  No

The employer is an Equal Opportunity Employer. The employer does not discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant's consideration for employment on a basis prohibited by local, state, or federal law. I understand it is the company's policy not to refuse to hire a qualified individual with a disability because of this person's need for an accommodation that would be required by the ADA.

This application will remain on file for 30 days. Please do not contact MRC during that time. We will contact you if you are chosen as a candidate for employment. After 30 days, you may complete another application.

Please state your expected salary range for the position you are applying for : \_\_\_\_\_.

**Signature of Applicant** X \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

*It is understood and agreed upon that any misrepresentation by me on this application will be sufficient cause for cancellation of this application and/or separation from the employer's service if I have been employed.*

*I give the employer the right to investigate all references and to secure additional information about me, if job related. I hereby release from liability the employer and its representatives for seeking such information and all other persons, corporations, or organizations for furnishing such information.*

*I understand that just as I am free to resign at any time, the employer reserves the right to terminate my employment at any time, with or without cause and without prior notice. I understand that no representative of the employer has the authority to make any assurances to the contrary.*

**Signature of Applicant** X \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_