



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

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.

- 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
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
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

List your last four employment or internship experiences starting with <u>the most recent</u>. Explain any gaps in employment below.												
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							
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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							
Comments, including explanations regarding gaps in employment:												

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

Do you have skills or knowledge of alcohol and drug treatment that would be an advantage to the position?

Yes No

If yes, please summarize _____

Do you have any special training, licenses, or certificates that may qualify you as being able to perform job-related functions for the position for which you are applying?

Yes No

If yes, please explain _____

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

Who should be contacted in case of emergency?				
Relationship	Name	Phone		
Street address	City	State	Zip	

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 ___/___/___