



**BOONE CENTER, INC.**

**Application for Employment**

M.I.

First Name

Last Name



### Employment History\*

(Please complete the following beginning with your most recent position and going back a minimum of 10 years including any military service – please account for any breaks in employment on page 3)

Company Name	Dates Employed (Mo/Yr) From                      To
Address	Telephone (    )
City, State, Zip	Hourly/Annual Pay Beginning                      Ending
Title/Position	Supervisor's Name and Title
Briefly describe your duties:	Person(s) we may contact for reference
Reason for leaving:	

Company Name	Dates Employed (Mo/Yr) From                      To
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Title/Position	Supervisor's Name and Title
Briefly describe your duties:	Person(s) we may contact for reference
Reason for leaving:	

*\* A resume may be attached, however, all information requested on the application must be completed in order to be considered for any position with the company. Omissions will automatically invalidate the application and terminate the employment process.*

Comments regarding breaks in employment:

Have you ever been discharged or asked to resign from a job? Yes  No   
If yes, please explain:

### Skills/Training

Special skills you possess or specific training received that are applicable to the position for which you are applying:

### Professional Registration/Licensure or Certification

Type	State	ID No.	Expiration Date

Other states where formerly or currently registered?

Is your professional license/registration/certification currently suspended or revoked in any state? Yes  No   
If yes, explain:

Have you ever had a professional license/registration/certification revoked in any state? Yes  No   
If yes, explain:

### Certification

**By signing this application, and as an applicant for employment, I understand and certify the following:**

The information given by me in this application is complete and true in all respects. Any omission, misrepresentation or falsification will preclude my application from further consideration. If employed, the subsequent disclosure of any omission, misrepresentation or falsification of information will result in the termination of my employment.

Nothing contained in this employment application or in the granting of an interview is intended to create an employment contract between Boone Center, Inc. and myself for either employment or for the providing of any benefit. No promises regarding employment have been made to me and I understand that no such promises or guarantees are binding upon Boone Center, Inc. unless made in writing.

If I am offered employment by Boone Center, Inc., my employment will be for no definite term and that either I or Boone Center, Inc. will have the right to terminate the employment relationship at any time, without cause and with or without notice. I recognize that Missouri is an Employment-At-Will state. I also understand that this status can only be altered by a written contract that is specific as to all material terms and is signed by me and the Executive Director of Boone Center, Inc.

Boone Center, Inc. will make all necessary and appropriate investigations to verify the information contained herein. I authorize and consent to my current and former employers, educational institutions and/or persons or organizations named in this application to release information to Boone Center, Inc. that may be required to make an employment decision.

If I am offered employment, an investigative consumer report/criminal background check will be completed for employment purposes as appropriate to the position and upon my written authorization. I will have the right to make a written request for a complete and accurate disclosure.

If I am offered employment, my employment is conditional upon the provision of satisfactory proof of my identity and legal authority to work in the United States as well as receipt of satisfactory background screening and criminal background reports. I also understand that I may be required to submit to a pre-employment drug screening for substance abuse and that my employment will be conditional upon receipt of a satisfactory screening.

Any employee handbook or other personnel policies maintained by Boone Center, Inc. do not constitute an employment contract, but are merely gratuitous statements of Boone Center's current policies.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

*This application will remain active for a period of 90 days.*

**It is the policy of Boone Center, Inc. to provide equal employment opportunities without regard to race, color, religion, sex, national origin, age, disability or veteran status or any other legally protected status as required by federal or state law.**