



3075 21<sup>st</sup> St  
San Francisco CA 94110  
(415) 920-9200  
www.newdoor.org

# Youth Program Application

Youth: \_\_\_\_\_

Referred by: \_\_\_\_\_

Application submitted on: \_\_\_\_\_

Please mail, fax, e-mail or deliver to New Door Ventures:

3075 21<sup>st</sup> Street (between S. Van Ness and Shotwell)  
San Francisco, CA 94110  
P (415) 920-9200 ext 309  
F (415) 920-9203

***CONFIDENTIAL***

**NOTE:** Only complete applications (which include all documents and signatures) will be processed.

**New Door Ventures**  
Application For Employment

**AN EQUAL OPPORTUNITY EMPLOYER** All employment decisions are made without regard to unlawful considerations of race, sex, sexual orientation, gender identity, religion, national origin, age, disability, or any other legally protected status. Reasonable accommodations are available to qualified disabled individuals, upon request.

**PERSONAL INFORMATION (Pages 1 and 5 must be completed by all applicants)**

Last Name	First Name	Initial	Social Security Number ____ - ____ - _____
Present Address		City	State      Zip Code
Home Phone		Business Phone	
Permanent address (if different from current address)		City	State      Zip Code
<p>Are you legally entitled to work in the United States?      <input type="checkbox"/> Yes   <input type="checkbox"/> No  <i>(If you are hired you will have to present evidence of your right to work in the United States no later than three days after the commencement of your employment)</i></p>			
<p>Have you ever been convicted of a crime?  <b>(Do not respond concerning the following:</b> arrests or detentions that did not result in conviction; referrals to, and participation in, any pretrial or post-trial diversion program; marijuana-related convictions more than two years old; convictions for which the record has been judicially ordered sealed, expunged, or statutorily eradicated; and misdemeanor convictions for which probation has been successfully completed or otherwise discharged and the case has been judicially dismissed.)</p> <p><input type="checkbox"/> Yes   <input type="checkbox"/> No    If yes, what was (were) the offense(s)?          _____</p> <p>Date(s) and place(s) of conviction:          _____</p> <p>A CONVICTION RECORD WILL NOT NECESSARILY BE A BAR TO EMPLOYMENT. Factors such as age at the time of the offense, type of offense and relevance to the job for which you are applying, seriousness and nature of the offense and rehabilitation will be taken into account.</p>			
<p>Do you have any friends or relatives working for New Door Ventures?      <input type="checkbox"/> Yes   <input type="checkbox"/> No          If yes, state name(s) and relationship. _____  <i>(Having a friend or relative who works for New Door Ventures will not disqualify you from employment, but New Door Ventures may not place you in a direct supervisory or reporting relationship to a friend or relative.)</i></p>			
<p>Are you at least 18 years old?      <input type="checkbox"/> Yes   <input type="checkbox"/> No</p>			
Position Desired	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary		
<p>Can you perform the essential functions of this job, with or without reasonable accommodation?      <input type="checkbox"/> Yes   <input type="checkbox"/> No  <i>(The Human Resources representative will provide a description of the essential functions of the position.)</i></p>			
Desired Pay	Date available for work	Shift Preference	
<p>Are you willing to work overtime?      <input type="checkbox"/> Yes   <input type="checkbox"/> No</p>			
<p>How did you learn of this position?</p>			

### EDUCATION AND TRAINING INFORMATION

School	Name And Location Of School	No. of years	Did you graduate?	Degree or Diploma
High School			<input type="checkbox"/> Yes <input type="checkbox"/> No	
College/ University			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other				

Many of our customers and other business associates do not speak English. Do you speak, write or understand any foreign languages? \_\_ Yes \_\_ No

If yes, which language(s)? \_\_\_\_\_

Do you have any other experience, training, qualifications or skills which you feel make you especially suited for work at New Door Ventures? If so, please describe:

\_\_\_\_\_

\_\_\_\_\_

### EMPLOYMENT INFORMATION (List Most Recent Job First)

<p>Dates Start ___/___/___</p> <p>Left ___/___/___</p> <p>Salary Start \$ _____</p> <p>Left \$ _____</p> <p>Job Title _____</p> <p>May we contact this employer for reference? __ Yes __ No</p> <p>Dates Start ___/___/___</p> <p>Left ___/___/___</p> <p>Salary Start \$ _____</p> <p>Left \$ _____</p> <p>Job Title _____</p> <p>May we contact this employer for reference? __ Yes __ No</p>	<p><b>1</b> Employer/ Company worked for: _____</p> <p>Address _____ Phone _____</p> <p>City _____ State _____ Zip _____</p> <p>Type of business _____</p> <p>Supervisor(s) _____</p> <p>Duties _____</p> <p>_____</p> <p>Reason for leaving _____</p> <p>_____</p> <p><b>2</b> Employer/ Company worked for: _____</p> <p>Address _____ Phone _____</p> <p>City _____ State _____ Zip _____</p> <p>Type of business _____</p> <p>Supervisor(s) _____</p> <p>Duties _____</p> <p>_____</p> <p>Reason for leaving _____</p> <p>_____</p>
---	---

**BUSINESS OR PROFESSIONAL REFERENCES**

<b>NAME</b>	<b>ADDRESS</b>	<b>PHONE</b>	<b>YEARS KNOWN</b>	<b>How do you know this person</b>

**You may attach a sheet, if necessary, to provide further information regarding your work history.**

---

**CERTIFICATION**

*Read carefully before signing application.*

I certify that the information given by me in this employment application is true and correct and contains no material omissions of any kind. I understand that any false statements or material omissions of fact made by me in this employment application or the interview process may disqualify me from employment or result in my termination. I authorize New Door Ventures to investigate my background and fitness for employment, including, but not limited to, an investigation of all the information provided in this employment application. I release New Door Ventures, its employees and agents from any and all liability for failing to hire me or terminating my employment due to such false information or material omissions. I authorize the companies, schools or persons named above to give to New Door Ventures any information regarding my employment or educational background, together with any information they may have regarding my qualifications for the job for which I am applying, whether or not it is in their records. I hereby release said companies, schools or persons and their employees and agents from any and all liability resulting from the disclosure of this information.

I UNDERSTAND AND AGREE THAT IF I AM HIRED, MY EMPLOYMENT RELATIONSHIP WITH New Door Ventures IS AT-WILL, WHICH MEANS THAT IT MAY BE TERMINATED AT ANY TIME, WITH OR WITHOUT CAUSE OR ADVANCE NOTICE, BY EITHER ME OR New Door Ventures. In addition, if I am hired, New Door Ventures will have the right to impose discipline or alter my position at its discretion. I understand and agree that no representative of the Company may enter into any agreement contrary to the foregoing unless it is done by way of a specific, written agreement signed by the **[CEO]**.

Signed: \_\_\_\_\_ Date \_\_\_\_\_

**FOR EMPLOYMENT OFFICE USE ONLY**

Classification: \_\_\_\_\_ Rate: \_\_\_\_\_ Section: \_\_\_\_\_ Effective: \_\_\_\_\_

## Criminal Background Checks

To protect safety of all individuals it serves, New Door Ventures needs to ensure that all potential new employees have no history of criminal behavior relevant to their employment. In an effort to ensure this safety, all adult candidates applying for employment with New Door Ventures will be required to take and pass a background check following selection and prior to appointment to your position.

New Door Ventures will conduct two types of background checks:

1. A LiveScan report provided by the California Department of Justice
2. A national criminal background check provided by an outside vendor, currently IntelliCorp Records, Inc. of Solon, Ohio.

Background checks will be conducted as follows:

- A. Regardless of position, all staff shall have a national criminal background check through IntelliCorp.
- B. Employees and volunteers who are expected to have regular or unsupervised contact with minors shall also be required to have a LiveScan report.

All prospective employees/volunteers should complete an employment/volunteer application and an authorization for criminal background check. If the individual is to be hired, or accepted for service as a volunteer, arrangements for the appropriate background check(s) should be made with the HR Manager. Offers of employment shall be contingent upon completion of the appropriate criminal background check(s).

New Door Ventures recognizes that its need to investigate employees' criminal history must be balanced with the need to protect those employees' privacy. New Door Ventures and state and federal laws recognize the individual's right to privacy and prohibit employees and others from seeking, using, or disclosing personal information except within the scope of their assigned duties. The HR Manager will notify the hiring manager or volunteer manager of the results of the background check as soon as they are available, so that the hiring/volunteer intake process may be completed as quickly as possible.

If a background check reveals an arrest or criminal conviction, the COO will be informed and final determination regarding employment/volunteering will be made in consultation with the hiring manager, the CEO and legal counsel.

The New Door Ventures Application for Employment and Application for Volunteers provide the opportunity for prospective employees and volunteers to disclose criminal convictions. If convictions are revealed in the criminal background check and have not been disclosed in the Application, applicants will be removed from consideration for employment or volunteering.

Any falsification of information on the Employment Application or Volunteer Application including failure to disclose criminal convictions which are later discovered on the results of a criminal background check shall be grounds for immediate termination of employment or volunteering.



