



Dear Prospective Novitas Academy Employee,

Thank you for your interest in Novitas Academy Inc. Novitas Academy is a ranch-style therapeutic boarding school designed specifically for 14-18-year-old boys. Novitas Academy provides a supportive, encouraging and respect-based approach designed to build students up rather than tear them down. Novitas Academy is passionate about providing early intervention and prevention helping boys reach their full potential and become well-rounded pro-social young men. We are dedicated to providing outstanding therapeutic and academic services to students and their families. This is accomplished in the context of a safe environment working toward "Building Brighter Tomorrows for the Boys of Today." The goal at Novitas Academy is to teach our boys talents that they will use in their everyday lives. Our staff members play a crucial role in building the positive strengths within each student. In addition to our daily activities, the staff at Novitas Academy will often take the boys off campus to enjoy activities such as swimming, rock climbing, hiking, biking, and other special events. It is the staff's responsibility to watch them and teach them the importance of acting respectfully in public areas, as well as in more private situations. The boys and the employees share a lot of enjoyment and gratification working together here at Novitas Academy. It is important to both the students and management that reliable, honest, hard-working and compassionate people are hired to work along with them. It gives the boys someone to be close to and feel they can trust. Thank you for considering Novitas Academy as a potential career opportunity in your life. This job could be very rewarding if you will allow it to be.

Thanks and Good luck!
Novitas Academy Inc.

PLEASE EMAIL THIS APPLICATION TO: kara@novitasacademy.org

APPLICATION FOR EMPLOYMENT Novitas Academy is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, age, sex, gender, disability or any other characteristic protected by law.

INTRODUCTORY INFORMATION

Name: _____ Date: _____
Address: _____ City: _____
State: _____ Zip: _____
Phone: _____

APPLICANT QUESTIONS

Type of worked desired:

Salary desired: _____ Date Available: _____

If hired, can you provide documents required to establish your eligibility to work in the U.S.? _____yes ____no

Are you 21 years of age or older? _____yes ____no

How were you referred to Novitas Academy ? _____

Have you ever been convicted of, (or pled guilty or no contest to) a crime other than a minor traffic violation? (including sex-related or child-abuse related offenses) _____yes ____no

If yes, please explain in detail on a separate piece of paper and include the date of final disposition of the case and the nature of the offense. This information will not necessarily disqualify you from employment but false or misleading information will. Factors such as age and time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account.

EDUCATION

High School or last grade completed: _____

Name & Address of School: _____

Course of Study: _____ Number of years completed: _____

Degree/Diploma: _____

College or Technical School

Name & Address of School: _____

Course of Study: _____ Number of years completed: _____

Degree/Diploma: _____

Other Schooling or Training

Name & Address of School: _____

Course of Study: _____ Number of years completed: _____

Degree/Diploma: _____

MILITARY EXPERIENCE

Branch of Service: _____

From: _____ To: _____

Rank/Type of Service: _____

Special Training/Experience: _____

RECORD OF EMPLOYMENT:

List positions starting with most recent:

Employer _____ Telephone: _____

Address: _____

Position Title: _____ Supervisor: _____

Start Date: _____ Date Left: _____

Beginning Salary: _____ Ending Salary: _____

Duties:

Reason for Leaving:

Employer _____ Telephone: _____

Address: _____

Position Title: _____ Supervisor: _____

Start Date: _____ Date Left: _____

Beginning Salary: _____ Ending Salary: _____

Duties:

Reason for Leaving:

Employer _____ Telephone: _____

Address: _____

Position Title: _____ Supervisor: _____

Start Date: _____ Date Left: _____

Beginning Salary: _____ Ending Salary: _____

Duties:

Reason for Leaving:

WORK-RELATED REFERENCES: (Do not include relatives)

Name	Occupation	Years Known	Contact Information
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

STATEMENT (Please read this statement carefully before signing this application): I understand that employment with Novitas Academy is at-will, meaning that I or Novitas Academy may terminate my employment at any time, or for any reason consistent with applicable state or federal law. I authorize Novitas Academy to conduct a thorough background investigation of my work and personal history, and verify all data given on this application and during interviews. I hereby release Novitas Academy, and its representatives or agents, from any liability that might result from such an investigation. I authorize all individuals, schools, and firms named to provide any requested information and release them from all liability for providing the requested information. I understand Novitas Academy requires the successful completion of a drug and/or alcohol test and Criminal History Background Check as conditions of employment. **I understand this application will be active for a period of 90 days; after that time, if I wish to be considered for employment, I must submit a new application. I certify that all the statements in this completed application are true and understand that any falsification or willful omission shall be sufficient cause for dismissal or refusal to hire.**

Signature of Applicant: _____ **Date Signed:** _____

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