

EMPLOYMENT POLICIES OF NEIGHBORHOOD CENTERS INCORPORATED

At Will Employment

Neighborhood Centers, Inc. is an at-will employer. This means that just as any employee has the right to leave employment at any time for any or no reason, Neighborhood Centers, Inc. has the right to terminate your employment at any time for any or no reason, with or without cause. No changes or exceptions to this policy of employment at-will can be made except in writing, signed by the Executive Director and the employee and specifically referencing this policy.

Equal Employment Opportunity

Neighborhood Centers Incorporated treats all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, height, weight or marital status in accordance with applicable state and federal laws. This commitment to equal employment opportunity applies to all terms and conditions of employment including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Neighborhood Centers, Inc. expressly prohibits any form of unlawful employee harassment based on race, color, religion, sex, national origin, age, disability, height, weight, marital status or status in any group protected by state or local law. Everyone at Neighborhood Centers, Inc. without exception, is expected to adhere to this policy.

SEXUAL HARASSMENT POLICY

Neighborhood Centers Inc. prohibits sexual harassment. Sexual harassment is any unwelcome sexual advance, request for sexual favors or other verbal or physical conduct of a sexual or otherwise offensive nature, whether explicit or implied. Sexual harassment can also include offensive comments, jokes, and innuendos of a sexual nature.

If you experience sexual harassment, promptly report the incident to any of the following people: Dennis Nordmoe or Regina McIver. Upon receipt of your report, we will undertake an investigation. Your complaint will be kept confidential to the maximum extent possible.

If Neighborhood Centers Inc. determines that an employee is guilty of harassing another employee, appropriate remedial action will be taken, including discipline, up through and including discharge.

EMPLOYMENT POLICY ACKNOWLEDGEMENT

I have received a copy of Neighborhood Centers Inc.'s policies regarding Equal Employment Opportunity, At-Will Employment and Sexual Harassment. I agree to read and become familiar with these policies. I also agree to contact my immediate supervisor if I do not understand a policy.

Employee Name (please print): _____

Employee Signature: _____

Please return this page to Dennis Nordmoe, Executive Director

**NEIGHBORHOOD CENTERS INCORPORATED
EMPLOYMENT APPLICATION**

Neighborhood Centers Incorporated considers all applicants of employment without regard to race, color, religion, sex, age, or national origin. The Civil Rights Act of 1964 prohibits discrimination in employment practice because of race, color, religion, sex or national origin. The Age Discrimination in Employment Act prohibits discrimination on the basis of age with respect to individuals who are at least 40 years of age. The Americans With Disabilities Act prohibits discrimination on the basis of handicap. The law of Michigan also prohibits all of the above types of discrimination. Neighborhood Centers Incorporated complies with the Immigration Reform and Control Act of 1986.

EMPLOYMENT DESIRED

Date: _____

Position Applied For: _____

Other Positions You Would Consider: _____

Type of employment desired: Full Time Part Time Temporary

Date you can start: _____

Wages expected: _____

Personal Information

Social Security Number: _____

Name: _____

Last First Middle

Address: _____

Street City State Zip Code

Phone number (including area code): _____

Other last names used while working, if any: _____

Are you older than 18 years of age: Yes No

If no, are you authorized to work in the United States: Yes No

Specify type of employment authorization and expiration

date: _____

Have you ever been convicted of a felony? Yes No

If yes, please give specifics:

Do you have a reliable means of transportation to enable you to get to work in a timely manner? Yes No

If you are applying for a position requiring the use of an automobile, do you have a driver's license and a motor vehicle available for your use? Yes No _____

Driver's License Number: _____

Insurance Company: _____ Policy Number: _____

Have you ever been employed by Neighborhood Centers Incorporated? Yes No

If so, when? _____

IN CASE OF AN ACCIDENT OR EMERGENCY, PLEASE NOTIFY:

Name: _____

Phone number (including area code): _____

EMPLOYMENT HISTORY (Begin with most recent and use additional sheet, if necessary)

Employed At:
Name and Type of Business _____

Address _____

From: _____ To: _____

(Month and Year)

(Month and Year)

Starting position: _____

Salary: _____

Final position: _____

Name of Supervisor: _____

List main duties performed: _____

Reason for leaving: _____

May we contact for a reference: Yes No

If yes, phone number (including area code): _____

Employed At:
Name and Type of Business _____

Address _____

From: _____ To: _____

(Month and Year)

(Month and Year)

Starting position: _____

Salary: _____

Final position: _____

Name of Supervisor: _____

List main duties performed: _____

Reason for leaving: _____

May we contact for a reference: Yes No

If yes, phone number (including area code): _____

Employed At:

Name and Type of Business _____

Address _____

From: _____ To: _____

(Month and Year)

(Month and Year)

Starting position: _____

Salary: _____

Final position: _____

Name of Supervisor: _____

List main duties performed: _____

Reason for leaving: _____

May we contact for a reference: Yes No

If yes, phone number (including area code): _____

Have you ever been suspended or discharged from employment: Yes No

If you answered yes, please explain:

Education

	Name	City and State	Diploma or Degree	Major
High School				
College				
Business or Professional Degree				
Other training or degrees				

The facts set forth above are true and complete. I certify that I am genuinely interested in working in the position for which I am applying. I am making this application for no other purpose. I hereby authorize investigation of all statements contained in this application and full disclosure of my present and prior work record. I grant permission to Neighborhood Centers Incorporated to obtain information concerning my general reputation, character, conduct and work quality and authorize any person or organization contacted to furnish information and opinions concerning my qualifications for employment whether same is a matter of record or not, including personal evaluation of my honesty, reliability, carefulness and ability to take orders from my superiors. I understand that this may include a record of disciplinary action assessed by previous employers.

I hereby release any such person or organization from any and all liability which may result in furnishing such information or opinion. I hereby release Neighborhood Centers Incorporated and any person, organization or prior employer from any obligation to provide me with written notification of such disclosure.

I understand that employment is contingent upon this investigation and if employed, false statements in this application as well as misrepresentations or omissions of information shall be considered cause for dismissal. I understand and agree that if, in the opinion of Neighborhood Centers Incorporated, the results of the investigation are unsatisfactory, that an offer of employment that has been made may be withdrawn or my employment with Neighborhood Centers Incorporated may be terminated.

I further understand that Neighborhood Centers Incorporated may require a medical examination by a corporation-designated physician (1) after I have received an offer of employment and prior to my commencement of employment duties; and (2) during the course of my employment, as required by business necessity and for job-related purposes. I hereby consent to such examinations and recognize that employment is contingent upon receipt of a satisfactory medical evaluation. I further understand and agree that prior to commencing employment or after I am employed, I may be requested to submit to tests to determine the presence of alcohol or illegal drugs, and agree to the release of any such tests results to appropriate Neighborhood Centers Incorporated personnel, and agree that if I refuse and/or fail such tests before commencing employment, my offer of employment will be revoked, or if I refuse and/or fail such tests after being employed, my employment will be terminated.

I agree that this application is not an offer of employment. I agree that if I am employed by Neighborhood Centers Incorporated:

- (1) that my contract of employment is at will and may be terminated at any time, with or without notice and with or without cause or reason, at the option of either Neighborhood Centers Incorporated or myself.
- (2) that I will receive wages and benefits and be subjected to rules and regulations and that such wages, benefits, rules and regulations are subject to change by Neighborhood Centers Incorporated at any time with or without notice to me.
- (3) that in partial consideration for my employment, I shall not commence any action or other legal proceeding relating to my employment or the termination thereof more than six months after the event complained of, unless a shorter period is established by law, , and agree to waive any statute of limitations to the contrary.
- (4) that my assigned work may be modified by Neighborhood Centers Incorporated, and if requested, I will be required to work overtime.
- (5) that this constitutes the entire agreement between Neighborhood Centers Incorporated and myself and that any and all prior agreements are null and void, and that nothing in any documents published by Neighborhood Centers Incorporated , either before or after this agreement shall in any way modify the above terms;.
- (6) that this agreement cannot be modified by any oral or written representations made by anyone

employed by Neighborhood Centers Incorporated either before or after this agreement, except by written document directed exclusively to me and signed by the Executive Director and me.

I have read, understand, and agree to the above statements and conditions of employment.

Print Name: _____

Signature: _____ Date: _____