

CERTIFICATION AND SKILLS

10. Special Certifications and Skills (Skills with machines. Membership in professional or community associations etc.)

11. Do you have a valid Drivers License? Yes No

EDUCATION

12. Name and location of educational Institutions attended	Dates Attended	Qualification Achieved
Primary		
Secondary		
Tertiary		

13. Additional Training Received (Detail Institution, Course, Period)

- (a)
- (b)
- (c)
- (d)
- (e)

14. Do you speak, write or understand a foreign language? Yes No
If yes, what language(s)?

REFERENCES

15. List three people who are NOT related to you and who have definite knowledge of your qualifications and suitability for the position for which you are applying. (Do not repeat the names of persons under item 9)

FULL NAME	PRESENT BUSINESS/HOME ADDRESS	TELEPHONE NUMBER Home & Office #	RELATIONSHIP

LEGAL HISTORY

Answer items 16 – 19 by checking "YES" or "NO". Provide any pertinent details in item 20
 NOTE: a firing or conviction does not necessarily mean that you cannot be hired. The circumstance of the occurrence (s) and how long ago it (they) occurred are important. Give all the facts so that a decision can be made.

16. Are you currently, or have previously used or dealt in any illegal substance Yes No

17. Does the National Council on Drug Abuse employ any relative of yours by blood or marriage? Yes No
 If your answer is yes in item 20 below list such relatives by (1) name, (2) relationship, (3) Present address, (4) location of employment

18. Have you ever been convicted, imprisoned, on probation or parole for any misdemeanor or any offense against the law Yes No

19. Have you ever been employed by the NCDAS/DAS Yes No

20	

CERTIFICATION AND SIGNATURE

♦Read the following carefully before you sign

22. I consent to the release of information about my ability and legal and employment history for employment with the national Council on Drug Abuse

I certify that all of the statements made here are true, correct and complete. If I am hired any misstatement or omission of fact on this application may result in my dismissal

I understand and agree that this employment application, by itself does not create a contract of employment.

Signature	Date
-----------	------