



Employment Application

Ne vins is an equal opportunity employer. Nevins does not discriminate in employment with regard to race, color, religion, national origin, citizenship status, ancestry, age, sex (including sexual harassment), sexual orientation, marital status, physical or mental disability, military status or unfavorable discharge from military service or any other characteristic

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Position Applied for: _____

How did you learn about this position?

- Online Job Board State Employment Office _____ Other Please Specify
- Nevins Employee Referral Name of Employee: _____
- Friend Relative Name of relative: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Skills and Qualifications

Skills: _____

Qualifications: _____

Please list all languages you speak: _____

Professional Licenses, Certification and Memberships

List all Professional Licenses, Certifications, and or Memberships held. Include licenses/certification number for each, along with expiration dates:

You need not disclose membership in professional organizations that may reveal information regarding race, color, creed, sex, religion, race, national origin, ancestry, age, marital status, veteran status, or any other protected status.

Have you ever had a Professional License revoked for any reason, lost or had privileges limited, or had any disciplinary action regarding Professional Licensure taken against you? YES NO

If YES, please explain fully:

If you are a licensed professional do you have current malpractice insurance? Yes No

If yes, with what company? _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Personal

1. Are you at least 18 years old? Yes No
2. Have you been employed by Nevins before? Yes No

If yes, provide date, your name, and position.

3. Do you have any relatives (by blood, marriage, or adoption) who work for Nevins? Yes No

If yes, please list name(s) _____

4. Are you related to any of the people that we support (clients/participants) at Nevins? **Yes** **No**

If yes, please list name(s) _____

5. When are you available for work?

6. What hours are you available for work?

7. Certain positions at Nevins require driving as a function of the job. The following requirements must be met for these positions: A valid driver's license, proof of personal vehicle insurance and an acceptable motor vehicle report (MVR). If hired for a position that requires driving, would you be able to meet the requirements?

Yes **No**

8. Are you able to perform safely and without risk to yourself or others all the essential functions of the position desired, including the workload and performance requirements, with or without reasonable accommodations?

Yes **No**

Security Data

Please provide accurate and complete information in response to the following questions, the information will be considered in the employment process. Please note that a criminal record will not necessarily disqualify you from employment.

1. Have you ever been convicted of, pleaded guilty to, or been placed on probation for a criminal felony, or other offense? (Including military service convictions for which a record had been sealed or expunged.)

Yes **No**

If you have answered "Yes" to the above questions, please provide the following information:

Date(s): _____

Place of Offense: _____

Sentences: _____

Further comments:

2. Have you ever been granted or denied security clearance? **Yes** **No**

Date granted: _____ Date denied: _____

References

Please list three professional references. Not related to you.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Previous Employment

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Disclaimer and Signature

I certify that the information I provided in this employment application is accurate and complete to the best of my knowledge and understand that, if employed falsified statements material omissions from this application shall be grounds for dismissal. I understand that nothing contained in this employment application, or any oral representations made to me during the interview process, may create an employment contract with Nevis Inc. and myself. Furthermore, I understand and agree that my employment is for no definite period and that just as I am free to resign at any time, Nevins Inc. reserves the right to terminate my employment anytime, with or without prior notice.

I authorize Nevins Inc. to investigate the information in this application to contact my previous employers and to secure additional job-related information about me. I hereby release Nevins Inc. from liability relating to its investigation and release all other persons, corporations, organizations furnishing information to Nevins Inc.

If I am employed, I agree to submit to examination at any time during my employment to determine my fitness for work related duties.

I agree to submit to drug and alcohol screening before employment or anytime during my employment as described in Nevis Inc. Personnel and Policies Procedures Handbook. In addition, I give my permission Nevins Inc. to perform a criminal background check on me and will obtain the required fingerprinting as requested.

All offers of employment are contingent based on the ability to pass a drug screening and completion of a full background check. In the event the applicant fails to pass drug screening or Nevins Inc. receives other disqualifying information as a result of the background check Nevins Inc. reserves the right to rescind the offer of employment and terminate employment immediately.

Nevins Inc. is an equal opportunity employer and does not discriminate in its employment practices based on race, color, religion, sex, national origin, age, disability, or military/veteran status. No question on this application is used for the purpose of limiting or excluding any applicant's consideration for employment on a basis prohibited by local, state, and federal law.

If I am selected for employment, I understand that I must be lawfully eligible for employment in the United States and will promptly produce the requisite documentation to establish my identity and eligibility for work when requested.

Applications are accepted and considered only for the vacant positions. They will remain active until the positions are filled. Incomplete or unsigned applications will not be considered.

I HAVE READ THE INFORMATION LISTED ABOVE AND UNDERSTAND IT. AS WELL MY SIGNATURE BELOW ATTESTS TO THE ACCURACY OF ALL THE INFORMATION I HAVE PROVIDED IN THIS APPLICATION.

Signature: _____ Date: _____