

employment history

Must complete all employment history section even if supplemented with resume

List all jobs and activities, including part-time employment while in school, U.S. Military Service and self employment

Employer (Present or most recent.)		Street Address, City, State, Zip	
Supervisor (Name and Title)		Your Job Title:	(Area) Telephone No.:
Description of your duties:		From (Mo./Yr.)	To (Mo./Yr.)
Reason for leaving:			

Employer (Present or most recent.)		Street Address, City, State, Zip	
Supervisor (Name and Title)		Your Job Title:	(Area) Telephone No.:
Description of your duties:		From (Mo./Yr.)	To (Mo./Yr.)
Reason for leaving:			

Employer (Present or most recent.)		Street Address, City, State, Zip	
Supervisor (Name and Title)		Your Job Title:	(Area) Telephone No.:
Description of your duties:		From (Mo./Yr.)	To (Mo./Yr.)
Reason for leaving:			

Employer (Present or most recent.)		Street Address, City, State, Zip	
Supervisor (Name and Title)		Your Job Title:	(Area) Telephone No.:
Description of your duties:		From (Mo./Yr.)	To (Mo./Yr.)
Reason for leaving:			

May we contact your current and/or past employers? YES NO

Have you ever been terminated or asked to resign? YES (explain circumstances) NO

Please explain fully any gaps in employment history:

academic training

TYPE OF SCHOOL	NAME AND ADDRESS OF SCHOOL	MAJOR SUBJECTS	CIRCLE YEAR COMPLETED	GRADUATE? GIVE DEGREES
Elementary			5 6 7 8	
High School			9 10 11 12	
College			1 2 3 4	
Vocational/ Technical			1 2 3 4	
Other Education (Certificates, Training Courses, Etc.)				

special skills

Can You Operate a Computer? YES NO	What type of software can you use? _____
Foreign Languages: _____	<input type="checkbox"/> READ <input type="checkbox"/> WRITE <input type="checkbox"/> SPEAK
	<input type="checkbox"/> READ <input type="checkbox"/> WRITE <input type="checkbox"/> SPEAK
Please provide additional information such as skills, training, management experience, equipment operation or qualifications you feel will be helpful to us in considering your application.	

professional registrations/licenses

Please list any registration/ licenses that you may have or had.	Current

references

List three character, professional or business references (not previous employers or relatives)				
Name and addresses	Telephone No.	Relationship	Position	Years Acquainted

JOB APPLICANT'S AGREEMENT AND CERTIFICATION

"I certify that the information given by me and completed by me in this application is true in all respects, and I agree that if the information given is found to be false in any way, it shall be considered sufficient cause for denial of employment or discharge. I authorize the use of any information in this application to verify my statements, and I authorize the past employers, all references, and any other persons to answer all questions asked concerning my ability, character, reputation, and previous employment record. I release all such persons from any liability or damages on account of having furnished such information."

"I understand that nothing contained in this employment application or in the granting of an interview is intended to create an employment contract between NS Corporation and myself for either employment or the providing of any benefit. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon NS Corporation unless made in writing. If an employment relationship is established, I understand that I will be required to serve a ninety (90) day introductory period. I further understand that my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, regardless of the successful completion of my introductory period, at the option of either the company or myself."

"I understand and agree, as a condition of employment or continued employment, that I may be required to take a urinalysis or other drug screen test at any time, and that a failure to take such a test or unsatisfactory test result will disqualify me from consideration for employment with NS Corporation, or if I am then employed, may result in my dismissal. Further, I understand that undergoing a background screening and specific assessments relative to the job, are also a condition of the pre-employment process."

All associates of NS Corporation are employed at will and, as such, are free to resign at anytime without reason. The company retains the right to terminate an associate's employment at any time with or without reason or notice.

Nothing contained in this application or any other document provided to the associate is intended to be, nor should it be, construed as a guarantee that employment or any benefit will be continued for any period of time. Any salary figures provided to an associate in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons and are not intended and do not create an employment contract for any specific period of time.

**APPLICANT • PLEASE SIGN
 and DATE HERE** 

<i>SIGNATURE</i>	<i>DATE</i>
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<i>For Internal Use</i>	
<i>Arrange interview</i> <input type="checkbox"/> <i>YES</i> <input type="checkbox"/> <i>NO</i> <i>Date:</i> _____	
<i>Remarks:</i>	
<i>Employed</i> <input type="checkbox"/> <i>YES</i> <input type="checkbox"/> <i>NO</i> <i>Hire Date:</i> _____ <i>Reason:</i> _____	
<i>Job Title:</i> _____ <i>Grade:</i> _____ <i>Hourly Rate/ Salary:</i> _____	
<i>Supervisor:</i> _____ <i>Department:</i> _____	