

Employment Application

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:\$ _____

Driver License # _____ State _____ Class _____

Position Applied for: _____

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

Have you ever worked for this company? YES NO If yes, when? _____

Do you have any relatives working for NHSUD? YES NO If so, Name _____

Have you ever been convicted of a felony? YES NO

If yes, explain: _____

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: _____

References

Please list three professional references.

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 my answers are true and complete to the best of my knowledge.
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

Signature: _____ Date: _____

NOTICE TO APPLICANTS: North Hunt SUD is an At-Will Employer. Any employee's employment and compensation can be terminated with or without cause and with or without notice, at any time, at the option of either North Hunt SUD or the employee.

Please list any License or additional information below that you would like to add to your application:

BACKGROUND AND REFERENCE RELEASE AND AUTHORIZATION

Please be advised that any information, statement made or references given by any applicant for employment to North Hunt SUD will be investigated by agents of North Hunt SUD. Further, North Hunt SUD reserves the right to make an in-depth investigation into the applicant's character, general reputation, qualifications, and drivers record when applicable, to determine an applicant's fitness for employment. This information is for the sole use of North Hunt SUD and will not be released to third party without the consent of the applicant.

I understand that motor vehicle reports, which may contain public and private record information, may be requested from ADR-American Driving Records. These reports may include but are not limited to the following types of information: name, address, social security, date of birth, driver license or I.D. number, and driver record. I also understand that the information included in such report will be taken into consideration in deciding whether to offer me employment. I authorize, without reservation, any party or agency contacted by ADR to furnish the above mentioned information. I understand that: (1) ADR obtains all driver and vehicle information directly from the various state Department of Vehicles and does not maintain its own database of driver and vehicle information; (2) ADR acts as a courier and has no control over any of the information that a state discloses in my driver record or vehicle record; and (3) if there is something inaccurate on my driving record or report, I must contact the DMV directly to have the information corrected or updated. I hereby authorize procurement of motor vehicle records.

Having read and understood the above statement, I give my full consent to the above and allow North Hunt SUD the right to fully investigate my character, general reputation, background qualifications, and whatever else may be applicable.

Applicant for Employment
North Hunt SUD

Date

TO WHOM IT MAY CONCERN:

This is your authority to furnish the representative of North Hunt SUD any and all information, reports and records you may have in your possession, or you may have access to, concerning my character, general reputation, qualifications, and whatever else may be applicable.

Applicant for Employment
North Hunt SUD

Date

NOTICE TO APPLICANTS:

North Hunt SUD complies with the requirements of the Immigration Reform and Control Act of 1986. North Hunt SUD will hire only United States citizens and aliens who are authorized to work in the United States. Newly hired employees who do not present the required documentation within three (3) days of the hire date will be terminated.

Acceptable documents that establish identity and employment eligibility include the following:

- (1) U.S. Passport, or
- (2) Certificated of U.S. Citizenship, or
- (3) Certificate of Naturalization, or
- (4) Unexpired foreign passport with attached Employment Authorization, or
- (5) Alien Registration Card, or
- (6) A combination of 1) State issued driver's license or I.D. card, U.S. Military Card, or other approved I.D. Card, and 2) Original Social Security Card, or U.S. Birth Certificate, or unexpired INS Employment Authorization.

(Other documents may be acceptable to prove identity, employment eligibility, or both)

DRUG SCREENING:

In compliance with the Drug Free Workplace Act of 1988 and the campaign to maintain a drug free North Hunt SUD conducts pre-employment urinalysis drug screens of various applicants. Applicants declining to voluntarily agree to a drug screen will not be considered further for employment. Applicants with confirmed positive results will not be considered for employment for a minimum period of six months from date of test.

INTERVIEWS AND FOLLOW-UP:

For posted job vacancies the hiring/interviewing department will review all referred applications and select the applicants to be interviewed. The interviewing department will call candidates to schedule interviews and select the applicant to be hired. Because of the volume of applications, telephone calls, and the time required to review each application, you will not be called or contacted unless you are selected for an interview.

NORTH HUNT SUD IS AN EQUAL OPPORTUNITY EMPLOYER

It is the policy of North Hunt SUD to offer Equal Opportunity Employment without regard to race, color, religion, national origin, disability, age or sex. Anyone feeling they have been discriminated against is encouraged to contact the General Manager, the U.S. Equal Employment Opportunity Commission, the Federal Communication Commission or other appropriate agency.

We are interested in finding out just how good, or how poor, a job we are doing as an Equal Opportunity Employer. The information that you provide us will be used to study recruiting and employment patterns and to determine whether information about job openings is reaching all segments of the community.

Please give us your cooperation by completing this questionnaire and returning it with your application.

Name: _____ Date: _____
Last First MI

Address: _____

Title of Job Applying for:

Check One:

Is this job: Full Time- Regular Full Time- Temporary Part Time

Gender: Male Female

Check the highest level of Education Completed

Check One:

Grades 0-5

Associates Degree

White (Non-Hispanic)

Grades 6-8

Bachelor's Degree

Black (Non-Hispanic)

Grades 9-11

Master's Degree

Hispanic

High School

Law Degree

Asian/Pacific Islander

GED

Doctoral Degree

American Indian or Alaskan Native

College Credit Hours

How did you learn about this job?

Newspaper

North Hunt Employee

Human Resource

Internet

Employment Agency or TWC

Professional Publication

Other

