

Employment Application



Equal Opportunity Employer

Date Received:

Name: _____ Previously Used Names: _____

Home Phone: _____ Business Phone: _____

Street Address: _____

City: _____ State/Zip: _____

County: _____

Social Security Number: _____

General

Position desired: _____ Full time Part time Temp.

How did you learn about this position? _____

Date available for work: _____ Salary requirement: \$ _____ annually

Have you been employed here before? Yes No If so, when? _____

May we contact you at work? Yes No May we contact your current employer? Yes No

Are you a U.S. citizen? Yes No (Proof of citizenship or immigration status will be required upon employment.)

Have you ever been convicted of a crime (including traffic offenses)? Yes No If yes, please explain in space provided below.

(Prior convictions will not necessarily bar you from employment. The type of conviction and when it occurred will also be considered.)

Education

Type	School Name City, State	Did You Graduate?	Certificate or Degree Received	Course of Study
High School Last Attended		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> G.E.D.		
College		<input type="checkbox"/> Yes <input type="checkbox"/> No		
College		<input type="checkbox"/> Yes <input type="checkbox"/> No		
Business or Trade School		<input type="checkbox"/> Yes <input type="checkbox"/> No		
Other		<input type="checkbox"/> Yes <input type="checkbox"/> No		

This application is valid for six months. If you desire employment after this period, a new application must be filed.

Employment History

List all prior employers, assignments or volunteer activities, starting with the most recent, including military experience. Explain any gaps in employment in comments section below. **All information must be provided. Use a separate sheet if necessary.**

Employer	Telephone ()	Dates Employed		Summarize nature of work and job responsibilities. Indicate full-time, part-time or volunteer:
		From	To	
Address				
Job Title		Hourly Rate/Salary		
		Starting		
Immediate Supervisor and Title		\$	Per	
Reason for Leaving	<input type="checkbox"/> Voluntary <input type="checkbox"/> Involuntary*	Hourly Rate/Salary		
		Final		
May we contact for reference?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later	\$	Per	

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		Final		
May we contact for reference?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later	\$	Per	

Comments (including explanation of any gaps in employment) _____

*Explain any involuntary dismissals in comments section above.

Skills and Qualifications

Summarize any special training, skills, licenses, certificates and/or characteristics of yourself that may qualify you as being able to perform job-related functions for the position which you are applying.

References

List name and telephone number of three additional professional references not listed in the Employment History section of this application.

Name	Relationship	Telephone
		Area Code ()
		Area Code ()
		Area Code ()

I authorize Noble of Indiana and its designated representatives to investigate all of the information contained in this application, including reference inquiries concerning my employment and education record. I understand and agree that an omission or misstatement of any of the information requested will result in disqualification or, if hired, immediate termination regardless of the date of discovery.

I understand the employment process will include appropriate background checks, including State and County Criminal History Reports, a Certified Nurse's Aide Registry Search, a Sex and Violent Offenders Directory Search, and a Driving Record Search. Information must meet agency/regulatory guidelines. A conviction record will not necessarily disqualify me from employment.

I further understand that if I am offered a position a pre-employment drug screen will be requested of me and that confirmed evidence of the use of illegal drugs will disqualify me from employment.

I understand that Noble of Indiana is an Equal Opportunity Employer. Noble of Indiana does not discriminate in employment and no question on this application is used for the purpose of limiting or excusing an applicant's consideration for employment on a basis prohibited by local, state or federal law.

This application does not constitute an employment contract or an offer of employment. The employment of any person at Noble of Indiana can be terminated, with or without cause and without notice, at any time, at the option of either the employee or Noble of Indiana.

Signature of Applicant _____ Date _____