



EMPLOYMENT APPLICATION

Please print clearly!

Nowland Associates, Inc. Is A Drug Free Workplace

Date: _____ Position Applied for: _____

Name: _____

Address: _____

Telephone: _____ Cellular Phone: _____

Email: _____

Social Security Number: _____

Emergency Contact Name _____

Emergency Contact Home Phone _____

Emergency Contact Cellular Phone _____

Relationship _____

Are you legally eligible to work in The United States? Yes No
(Proof of eligibility will be required upon offer of employment)

Are you over 18 years of age? Yes No

Can you perform all essential physical functions of this job without restriction or impairment? Yes No
(If you have any questions about the functions of this job, please ask the interviewer before answering this question.)

Have you ever been employed with us before? Yes No

If yes, please provide dates: _____

Have you ever filed an application with us before? Yes No

If yes, please provide dates: _____

Are you related to anyone employed by Nowland Associates, Inc.? Yes No

If yes, please give name and relationship: _____

Date Available for Work: _____ Desired Salary: _____

Are you currently employed? Yes No

Are you on "lay-off" status and subject to recall? Yes No

Have you ever been convicted of a felony? Yes No

If yes, please explain (A conviction will not necessarily disqualify you): _____

Can you travel, if the job requires it? Yes No

Do you have a valid driver's license? Yes No
If yes, please provide number and name of issuing state: _____

Have you been convicted of any moving violations in the past five years? Yes No

If yes, please explain (A conviction will not necessarily disqualify you): _____

Have you ever been fired from, or asked to resign from, a job? Yes No

If yes, please explain (Answering yes will not necessarily disqualify you): _____

EDUCATION:

School	Name and Town of School	Course of Study	# Years Completed	Diploma/Degree
High School				
College				
Graduate/Other				

Please describe any specialized training, apprenticeships, licenses, or skills, including computer skills:

WORK EXPERIENCE:

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations that indicate race, color, religion, gender, national origin, sexual orientation, disabilities, or other protected statuses. Please attach another page if needed.

Dates Employed: From: _____	To: _____
Employer: _____	
Address: _____	
Telephone Number(s): _____	
Job Title: _____	Supervisor: _____

Reason for Leaving: _____
Salary: _____ Start: _____ Finish: _____
Work Performed: _____

Dates Employed: From: _____ To: _____
Employer: _____
Address: _____
Telephone Number(s): _____
Job Title: _____ Supervisor: _____
Reason for Leaving: _____
Salary: _____ Start: _____ Finish: _____
Work Performed: _____

Dates Employed: From: _____ To: _____
Employer: _____
Address: _____
Telephone Number(s): _____
Job Title: _____ Supervisor: _____
Reason for Leaving: _____
Salary: _____ Start: _____ Finish: _____
Work Performed: _____

Dates Employed: From: _____ To: _____
Employer: _____
Address: _____
Telephone Number(s): _____
Job Title: _____ Supervisor: _____

Reason for Leaving: _____

Salary: _____ Start: _____ Finish: _____

Work Performed: _____

I hereby give permission to contact the employers listed above concerning my prior work experience.

Signed: _____

If there is a particular employer you do not wish us to contact, please indicate which one(s) and why:

APPLICANT ACKNOWLEDGEMENT AND AUTHORIZATION:

Please read carefully before signing.

I hereby certify that all of the information provided by me in this application (or any other accompanying or required document) is correct, accurate, and complete to the best of my knowledge. I understand that the falsification, misrepresentation, or omission of any facts in said documents will be cause for denial of employment or immediate termination of employment, regardless of the timing or circumstances of discovery.

I understand that submission of an application does not guarantee employment. I further understand that, should an offer of employment be extended by Nowland Associates, Inc. (hereinafter referred to as "NAI"), that such employment with NAI is at will, for no specified duration, and may be terminated by either NAI or myself at any time, with or without cause or notice. I understand that none of the documents, policies, procedures, actions, or statements of NAI or its representatives used during the employment process is deemed a contract of employment, real or implied. I understand that no representative of NAI, except an officer, has the authority to enter into any agreement guaranteeing any conditions of employment or any agreement contrary to the foregoing statements and that any such agreements must be made in writing and signed by an officer of NAI.

In consideration for employment with NAI, if employed, I agree to conform to the rules, regulations, policies and procedures of NAI at all times and understand that such obedience is a condition of employment. I understand that due to the nature of NAI's business, attendance and punctuality are considered essential requirements of every job at NAI and that poor attendance or tardiness will result in disciplinary action.

I understand that if offered a position with NAI, I will be required to submit to a pre-employment drug screening and medical examination, and possibly a background check, as a condition of employment. I understand that unsatisfactory results from, refusal to cooperate with, or any attempt to affect the results of these pre-employment tests and checks will result in withdrawal of any employment offer or termination of employment if already employed.

I expressly authorize, without reservation, NAI, its representatives, employees, or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities, and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, résumé, or job interview. I hereby waive any and all rights and claims I may have regarding NAI, its agents, employees, or representatives, for seeking, gathering, and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations, or organizations for furnishing such information about me.

I understand that this application is considered current for thirty (30) days. If I wish to be considered for employment after this period, I must fill out and submit a new application.

Signature

Date