



# NIS, Inc. Employment Application

Nis, Inc. is an equal opportunity employer.

(Please Print or Type)

*First Name	*Middle Name	*Last Name	*Telephone
Home Address: *Street		*City	State/Zip or Postal Code
E-Mail Address		*Social Security No.	Message Telephone
			Driver's License No. and State
* Position Applied For	Salary Expected	Willing to work overtime? Type of Employment: Full Time Pa rt Temporary Yes No	
Date of Application			

Referral Source: Advertisement NIS, Inc. Employee (Please provide name )

Web Site Walk-in Employment Agency Other (Please specify )

\*If hired and you are under 18, can you furnish a work permit? Yes No Over 18, not applicable.

\*Have you previously worked for or applied for a position with NIS, Inc.? Yes No

\*If yes, please state dates. And, if employed, in what position?

*Company Name	*Telephone
*Address (Street, City, State/Region, Zip/Postal Code)	*Dates Employed From To
*Position Held	*Supervisor's Name
*Job Duties	*Rate of Pay Start Last
	*Reason for Leaving
Company Name	Telephone
Address (Street, City, State/Region, Zip/Postal Code)	Dates Employed From To
Position Held	Supervisor's Name
Job Duties	Rate of Pay Start Last
	Reason for Leaving
Company Name	Telephone

Address (Street, City, State/Region, Zip/Postal Code)		Dates Employed From To
Position Held	Supervisor's Name	Rate of Pay Start Last
Job Duties		Reason for Leaving
Company Name		Telephone
Address (Street, City, State/Region, Zip/Postal Code)		Dates Employed From To
Position Held	Supervisor's Name	Rate of Pay Start Last
Job Duties		Reason for Leaving

### **Education**

*School	Name and Address of School(Street, City, State/Region, Zip/Postal Code)	Course of Study	Last Year Completed	Did You Graduate?	List Diplomas or Degree
High School			1234		
College			1234		
Other			1234		

### **Military Service**

Have you obtained any special skills or abilities as a result of service in the military? Yes No If so, describe

### **Other Qualifications**

List any special qualifications, knowledge, skills, or office equipment/machinery you operate

### **Employment Data**

**Note:** Please explain any "yes" answers fully so that individual circumstances can be considered. A "yes" answer will not necessarily disqualify you. Use extra paper if necessary.

On what date would you be available to start work?

Have you ever been discharged or asked to resign from a position?

Yes No

If yes, please explain

*Have you ever been convicted of a felony or a misdemeanor?*

Yes No

*A conviction does not necessarily disqualify an applicant from employment. Do not include convictions that have been sealed, expunged, or legally eradicated; and misdemeanor convictions for which probation was completed and the case dismissed.*

*If yes, list date(s), name of court, case number, and charge(s) of which convicted.*

***IMPORTANT: READ CAREFULLY. AS AN APPLICANT, YOU AGREE TO AND UNDERSTAND THE FOLLOWING:***

**AUTHORIZATION:** I request and authorize investigation by NIS Inc. of all statements contained in this application. I understand that falsification (including misrepresentation or omission of facts called for) will result in immediate removal of my application from consideration or immediate discharge from employment arising from this application regardless of when such falsification is discovered. I specifically request, authorize, and consent to NIS Inc.'s thorough investigation of whether I have a record of criminal convictions and, if so, the nature of such criminal convictions and all surrounding circumstances available through lawful means. NIS Inc. has advised me that its criminal background check will focus on convictions and that a criminal record will not necessarily disqualify me from employment. I request, authorize and consent to the foregoing parties to provide the requested information to NIS Inc. and release them and NIS Inc. from any liability arising therefrom.

**COMPLIANCE:** I agree to comply with all company policies, rules, and regulations now or hereafter effective.

**UNDERSTANDING:** I understand that if employed, my employment is for no definite period of time and that I may terminate my employment relationship with NIS Inc. at any time, for any reason, and that NIS Inc. has the same right, subject to applicable federal and state law. I also understand that no management official other than an Executive Officer has any authority to enter into any agreement contrary to the foregoing or make any assurance or promise of continued employment. I understand that acceptance of an offer of employment does not create any contractual obligation upon me or upon NIS Inc. to continue my employment in the future.

**CONSENT:** I hereby consent to a pre-employment, post-offer medical examination and inquiries, and a pre-or post-employment offer alcohol, drug, and substance screening, and I understand that any offer of employment will be contingent upon satisfactory results of such examination inquiries and screening.

**VERIFICATION:** If employed, I promise, as a condition of employment, that I will within three days of starting work submit to the Human Resources Department verification of my U.S. employment eligibility as required by law on INS Form I-9 or its successor form.

Signature \_\_\_\_\_

Date \_\_\_\_\_