



NIS, Inc. Employment Application

NIS, Inc. is an equal opportunity employer

(Please print or type)

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

Personal

Referral Source: <input type="checkbox"/> Advertisement <input type="checkbox"/> NIS, Inc. Employee (Please provide name _____) <input type="checkbox"/> Web Site <input type="checkbox"/> Walk-in <input type="checkbox"/> Employment Agency <input type="checkbox"/> Other (Please specify _____)
*If hired and you are under 18, can you furnish a work permit? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Over 18, not applicable.
*Have you previously worked for or applied for a position with NIS, Inc.? <input type="checkbox"/> Yes <input type="checkbox"/> No
*If yes, please state dates. And, if employed, in what position? _____

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 _____

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			1 2 3 4		
College			1 2 3 4		
Other			1 2 3 4		

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 History

Please list your full-time and part-time employment history starting with your most recent employment.

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

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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

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. _____
