

Employment Application

APPLICANT TO COMPLETE ALL INFORMATION REQUESTED

In compliance with Federal and State equal employment opportunity laws, qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital status, veteran status, no-job related disability, or any other protected group status.



Applicant Name: **Date:**

Address:

City:

State:

Zip Code:

Phone Number: **Email Address:**

Northern Hills Training Center
625 Harvard Street
Spearfish, SD
57783
Phone: 605-642-2785
Fax: 605-642-5069
www.nhtc.org

Are you over the age of 18? Yes No

Positions Applied for:

Are you legally eligible for employment in the US? Yes No

Have you ever worked for NHTC? Yes No

Year of last employment:

Have you ever applied for employment with NHTC? Yes No

Year of application:

How did you hear about the position?

- Classified Ads
 NHTC Website
 TV Commercial
 SD Dept. of Labor
 Employee referral
 BHSU
 Social Media
 Former Employee
 Family Member
 Employee Name:

Hours available to work Full-Time Part-Time Temporary **When can you begin work?**

Mon.	<input type="text"/>	Fri.	<input type="text"/>	Scheduling Requests: <input type="text"/>
Tues.	<input type="text"/>	Sat	<input type="text"/>	
Wed	<input type="text"/>	Sun	<input type="text"/>	
Thurs.	<input type="text"/>			

Education

Type of School	Name of School and City/State	Did you Graduate?	Major or Degree
High School/GED			
College Bus. or Trade School			
Graduate School			
Other			

Have you ever been convicted of a crime: Yes No Convictions are not an absolute bar to employment

If yes, please explain

Do you have a valid Driver's License? Yes No **State of issue:**

Do you have vehicle insurance? Yes No

Have you had any accidents in the last 3 years? Yes No **How many?**

Have you had any moving violations in the last 3 years? Yes No **How many?**

Previous Employment

1.

Name of Employer:

Name of last supervisor:

Dates of employment (optional):

From:

To:

Complete Address:

Phone #:

Last job title:

Reason for Leaving (be specific):

List the jobs you held, duties performed, skills used or learned, advancements, or promotions while you worked at this company:

2.

Name of Employer:

Name of last supervisor:

Dates of employment (optional):

From:

To:

Complete Address:

Phone #:

Last job title:

Reason for Leaving (be specific):

List the jobs you held, duties performed, skills used or learned, advancements, or promotions while you worked at this company:

3.

Name of Employer:

Name of last supervisor:

Dates of employment (optional):

From:

To:

Complete Address:

Phone #:

Last job title:

Reason for Leaving (be specific):

List the jobs you held, duties performed, skills used or learned, advancements, or promotions while you worked at this company:

Skills/Certifications:

Other Skills:

Professional References

Name	
Position	
Company	
Telephone	

Name	
Position	
Company	
Telephone	

Personal References

Name	
Position	
Company	
Telephone	

Name	
Position	
Company	
Telephone	

Use this space to add any additional information necessary to describe your full qualifications for the position which you are applying:

NHTC will hold your application for 1 year unless notified by you to withdraw your application from consideration

I certify that I have read and understand all of the information requested in the above application for employment. I agree and understand that the employer or his agents may investigate my background to obtain any and all information of concern to my employment history, whether same is of record or not, and I release employers and other persons named herein from all liability for any damages on account of furnishing such information. I understand that, as an applicant for a position with this company, I may be asked to demonstrate that I am capable of performing tasks which are pertinent to the job. I also understand that if offered a job, it may be conditioned on the results of a physical examination and drug test.

I further certify that I am a genuine applicant for employment at NHTC and this application is being submitted solely for the purpose of seeking employment with NHTC and for no other reason.

I agree to furnish such additional information and complete such examinations as may be required to complete my employment file. I also understand that misrepresentation or omission of facts and information may result in immediate rejection or dismissal if hired.

If hired, I agree to follow and comply with all rules and policies of NHTC.

This certifies that this application was completed by me, and that all information contained in the above application is true and complete to my best knowledge.

Applicant Signature

Date

CONDITIONS OF EMPLOYMENT

I UNDERSTAND AND AGREE THAT: It is my understanding that Northern Hills Training Center (NHTC) may make a thorough review of my experience and education and may verify all application and/or oral interview materials. I authorize such review and the giving and receiving of any information, requested by NHTC. I release from liability any person giving or receiving such information. Falsification, misrepresentation, or omission of facts so given, or other derogatory information discovered as a result of this review may prevent my being hired, or if hired, may subject me to immediate dismissal. Although the NHTC makes every effort to accommodate employee preferences, the needs of persons served by the NHTC may at time, make the following conditions mandatory: overtime, shift work holidays, a rotating schedule, and/or a work schedule other than which I may have been hired for. I understand and accept these conditions of my future or continuing employment. I understand that if I am employed, I am employed for an indefinite period of time and the NHTC can change wages, benefits, and conditions of my employment at any time. In consideration for EMPLOYMENT and by being considered for employment by the NHTC, I agree to follow the policies, rules and regulations of the NHTC, and acknowledge that these policies, rules and regulations may be changed, interpreted, withdrawn or added to by the NHTC at any time, at its discretion, and without any prior notice to me. I further acknowledge that my employment may be ended per personnel policies. I understand that representatives of the NHTC may not have the authority to enter into any agreement for employment for any specified period of time. Further, no representative of the NHTC may guarantee other personnel move either prior to commencement of employment or after I have become employed. Assurance of any benefits or terms and conditions of employment, or any agreement contrary to the foregoing, may not be entered into. The NHTC reserves the right due to Federal Medicaid Regulations and other state and federal laws, to complete criminal records, Department of Human Services, Motor Vehicle and other eligibility for employment checks on all applications and employees. I understand that Northern Hills Training Center is a Drug and Alcohol-Free Work place and that I will be submitted to random drug/alcohol testing per NHTC policies. I understand that the position I am applying for (if involving direct service responsibilities) may involve implementing crisis prevention and intervention services which may include lifting, pulling, and guiding persons with disabilities against potential resistance. I understand that as a condition of employment and have no reason to believe I cannot implement these or other responsibilities of the position for which I am applying. I have read and understand the above.

By typing my name I AGREE to be above: