



## APPLICATION FOR EMPLOYMENT

Date: \_\_\_\_\_ Position Applied for: \_\_\_\_\_

Full Name: \_\_\_\_\_  
First Initial Last

\_\_\_\_\_  
Mailing Address City State Zip Code

( ) \_\_\_\_\_ ( ) \_\_\_\_\_  
Preferred Phone Alternate Phone Email Address

Are you legally eligible to work in the United States?  Yes  No  
(Proof of U.S. Citizenship or Immigration Status will be required upon employment)

Are you 18 years of age or older?  Yes  No  
(If no, you may be required to provide authorization to work.)

If the position applied for requires driving, are you able to provide proof of a valid driver's license, auto liability insurance, an insurable driving record and access to reliable vehicle?  Yes  No  
If not, please explain: \_\_\_\_\_

Are you able to meet the scheduling requirements of the position?  Yes  No  
If no, what requirements are you unable to meet: \_\_\_\_\_

Are you able/willing to work overtime, if required?  Yes  No

If this position requires it (such as one that works with the public schools), are you able to provide proof of up-to-date COVID vaccinations or other required vaccinations?  Yes  No

If not, are you willing to obtain vaccinations prior to start of employment or shortly after?  Yes  No

Are you able to perform the essential functions of the job for which you are applying, with or without a reasonable accommodation?  Yes  No

Some positions within NOSC require a Background Check. Are you willing to submit authorization for a background check if required for the position?  Yes  No

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### REFERRAL SOURCE

How did you hear about us? \_\_\_\_\_

Do you know anyone who works for NOSC? \_\_\_ Yes \_\_\_ No If yes, who? \_\_\_\_\_

### EMPLOYMENT HISTORY

List all work experience for the past 10 years, beginning with your current or most recent position.

<p>1) Employer Name _____</p> <p>Address _____</p> <p>Supervisor's Name _____ Phone _____</p> <p>Duties/Responsibilities: _____</p> <p>Reason for leaving or considering a change: _____</p> <p>May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>From _____</p> <p style="padding-left: 20px;">Month xx Day xx Year xxxx</p> <p>To _____</p> <p style="padding-left: 20px;">Month xx Day xx Year xxxx</p> <p><input type="checkbox"/> Full-Time</p> <p><input type="checkbox"/> Part-Time/hours per week: _____</p> <p><input type="checkbox"/> Seasonal</p> <p><input type="checkbox"/> Temporary</p>
<p>2) Employer Name _____</p> <p>Address _____</p> <p>Supervisor's Name _____ Phone _____</p> <p>Duties/Responsibilities: _____</p> <p>Reason for leaving or considering a change: _____</p> <p>May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>From _____</p> <p style="padding-left: 20px;">Month xx Day xx Year xxxx</p> <p>To _____</p> <p style="padding-left: 20px;">Month xx Day xx Year xxxx</p> <p><input type="checkbox"/> Full-Time</p> <p><input type="checkbox"/> Part-Time/hours per week: _____</p> <p><input type="checkbox"/> Seasonal</p> <p><input type="checkbox"/> Temporary</p>

Note: NOSC is an Equal Opportunity Employer. Please notify us if you need any accommodation or assistance with any part of our application process.

3) Employer Name \_\_\_\_\_ From \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 \_\_\_\_\_ Month xx Day xx Year xxxx  
 Address \_\_\_\_\_ To \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 \_\_\_\_\_ Month xx Day xx Year xxxx

Full-Time  
 Part-Time/hours per week: \_\_\_\_\_  
 Seasonal  
 Temporary

Supervisor's Name \_\_\_\_\_ Phone \_\_\_\_\_

Duties/Responsibilities: \_\_\_\_\_  
 \_\_\_\_\_

Reason for leaving or considering a change: \_\_\_\_\_  
 \_\_\_\_\_

May we contact this employer?  Yes  No

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4) Employer \_\_\_\_\_ From \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 \_\_\_\_\_ Month xx Day xx Year xxxx  
 Address \_\_\_\_\_ To \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 \_\_\_\_\_ Month xx Day xx Year xxxx

Full-Time  
 Part-Time/hours per week: \_\_\_\_\_  
 Seasonal  
 Temporary

Supervisor's Name \_\_\_\_\_ Phone \_\_\_\_\_

Duties/Responsibilities: \_\_\_\_\_  
 \_\_\_\_\_

Reason for leaving or considering a change: \_\_\_\_\_  
 \_\_\_\_\_

May we contact this employer?  Yes  No

**Use the back side of application for more employment information if needed.**

**EDUCATION**

Completed High School or Equivalent  Yes  No

College Level Completed:  Certificate Program  Associates Degree  Masters  Doctorate

Name/Location of School

Diploma/Degree/Certificate

Major

High School \_\_\_\_\_

College \_\_\_\_\_

Graduate \_\_\_\_\_

Vocational \_\_\_\_\_

**ADDITIONAL INFORMATION**

Professional Membership / Affiliations / Trade Licenses related to this position

\_\_\_\_\_

Other skills or abilities that related to this position:

\_\_\_\_\_

Computer skills: Microsoft Office  Excel  Word  Access  Publisher  PowerPoint

***Please read the following carefully before signing this application -- initial where indicated.***

\_\_\_\_\_ NOSC affords equal opportunity to all qualified persons and does so without regard to race, color, creed, national origin, religion, age, gender, sex, sexual orientation, gender identity, genetic information, marital status, disability, honorably discharged veteran or military status, the presence of any sensory, physical or mental disability, the use of a trained guide dog or service animal by a person with a disability (unless based upon a bona fide occupational qualification), HIV or AIDS status, political affiliations or any other legally protected status in accordance with applicable local, state, and federal law. This practice is applicable to all aspects of the employment experience, including recruitment, hiring, compensation, layoff, discharge, training, and all other terms, conditions, or privileges of employment.

\_\_\_\_\_ Interviews are given on a competitive basis, using job-related factors, after a completed application has been received. Not everyone who applies for position will be interviewed.

\_\_\_\_\_ I certify that I have truthfully answered and have not knowingly withheld any information relative to my application which includes my resume and cover letter. I understand that any falsification, misrepresentation, or omission of information in my application packet will result in my being eliminated from further consideration. I further understand that, if accepted for employment, any misrepresentation or material omission that becomes known to NOSC may result in immediate termination of my position.

\_\_\_\_\_ I authorize previous employers and supervisors to provide all information regarding my previous employment with the exceptions noted on this application. I understand that consideration for employment in this position is contingent upon the results of reference and/or background checks where appropriate.

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**

**Note: NOSC is an Equal Opportunity Employer. Please notify us if you need any accommodation or assistance with any part of our application process.**