

A Drug Free Workplace

Niles Home for Children

Applicants for employment will receive consideration without discrimination because of race, color, religion, gender, national origin, citizenship, age, disability, veteran status or other protected category.

PLEASE NOTE: THIS PRE-EMPLOYMENT APPLICATION IS GOOD FOR 45 DAYS.
IF YOU HAVE NOT HEARD FROM US AND STILL WISH TO BE CONSIDERED FOR EMPLOYMENT, IT WILL BE NECESSARY FOR YOU TO FILL OUT A NEW APPLICATION.

Last Name	First	Middle	Today's Date
Street Address			Home Telephone ()
City, State, Zip			Business Telephone ()
Have you ever applied for employment with us? Yes No If yes: Month and Year _____			Cellular Telephone ()
Position Desired	Circle One: Full Time Part-Time Temporary		Salary Desired
If Under Age of 18, please list age:			When are you available for work? _____
Please indicate your availability: Can you work Monday through Friday? Yes No Can you work Evenings? Yes No Can you work Weekends? Yes No Can you work Holidays? Yes No Can you work Nights? Yes No What hours can you work? _____			
Do you have reliable transportation to work? Yes No			
List any relatives presently working for Niles Home for Children:			
List any other information that relates to your ability to perform the job for which you have applied. Examples include licenses, professional memberships, language skills, school achievements, etc.			

School	Name and Location of School	Course of Study	Years Completed	Did you Graduate	Degree/Diploma
Graduate				Yes No	
College				Yes No	
Business/Trade/ Technical				Yes No	
High School				Yes No	
Elementary/ Middle School				Yes No	

Have you ever been <u>convicted</u> of a crime? If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed and type(s) of rehabilitation. Use an additional sheet, if necessary.	Yes No

**** PLEASE READ CAREFULLY BEFORE SIGNING ****

I understand that this form is a pre-employment application and that either the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements, and the like, as they may exist from time-to-time, or other Company practices, does not serve to create an actual or implied contract of employment with Niles Home for Children (NHFC).

I understand that if I am hired for employment, NHFC practices “employment at will”. Employment at will means that employees are free to leave the employment relationship at any time, for any reason whatsoever, with or without notice and NHFC may have employees leave the employment relationship at any time, for any reason whatsoever, with or without notice. Nothing can change, in any respect, the employment-at-will relationship between NHFC and the undersigned and, this relationship cannot be altered. I further understand that my employment with NHFC shall be on a “get acquainted” basis for a period of ninety (90) days, and further that at any time during this period and thereafter, my employment relationship with NHFC is terminable at will for any reason by either party. I understand that employment is not guaranteed nor promised for any length of time.

If employed, I understand that NHFC may unilaterally change or revise their benefits, policies and procedures and such changes may include reduction in benefits.

I expressly authorize, without reservation, the investigation of all matters contained in this application, resume or information provided during the application or employment process. I expressly authorize, without reservation, that NHFC, its representatives, employees or agents may contact, investigate, obtain information, and otherwise verify the accuracy of all information and matters provided by me. This authorization includes, but is not limited to, schools, previous employers (unless otherwise indicated), personal and professional references, public agencies, licensing authorities, educational institutions and others. I hereby waive any and all rights and claims I may have and forever release NHFC, its agents, employees, representatives, any former or current employers, educational institution(s), and any other person(s) or organization(s) giving references about me for the exchange of this information as a result of such contact. I hereby forever waive any and all rights and claims I may have regarding NHFC, its agents, employees, representatives, any former or current employers, educational institutions, and any other person(s) giving references for seeking, gathering and using such information in the employment process. I also hereby forever waive any and all rights and claims I may have against all other persons, corporations or organizations for furnishing such information about me. I understand that misrepresentation or omission of facts called for may result in dismissal and/or rejection of this application.

NHFC is a drug-free workplace and any offer of employment is contingent upon successfully passing a drug test – in addition to any other background checks that may be performed. By making application, I certify that I am free from illicit and illegal substances. I agree to any and all conditions as set forth in NHFC’s policy regarding illegal substances.

I understand that to be employed by NHFC, I must be authorized to work in the United States, and must provide documents to prove this.

DO NOT SIGN OR DATE BELOW UNTIL YOU HAVE READ, UNDERSTAND AND AGREE TO THE ABOVE APPLICANT STATEMENT.

I certify that I have read, understand and agree to the above. I also certify that all of the information in this application is complete and accurate.

Signature and Date of Applicant

Niles Home for Children is an Equal Employment Opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, gender, national origin, citizenship, age, disability, veteran status or other protected category. We assure you that your opportunity for employment with NHFC depends solely on your qualifications. Thank you for your interest.