



APPLICATION FOR EMPLOYMENT

Equal Opportunity Employer

Niscayah, Inc. is an Equal Opportunity Employer with policies that prohibit illegal discrimination in employment on the basis of race, color, creed, religion, sex, sexual orientation, national origin, age, marital status, physical or mental disability, medical condition, veteran status, or any other class protected by law.

DO YOU MEET THE COMPANY'S MINIMUM HIRING STANDARDS?

- Are you at least age 18? YES NO
 - Do you have a reliable means of communication (i.e. pager or phone)? YES NO
 - Do you have a reliable means of transportation (public or private)? YES NO
 - Do you have a legal right to work in the United States? YES NO
 - Do you have the ability to effectively speak, read, and write English? YES NO
 - Do you have a High School Diploma, GED, or are you willing to participate in our GED program? YES NO
 - Are you willing to participate in the Company's pre-employment screening process? YES NO
- Including: ◆ Drug screen ◆ Background investigation YES NO

IF YOU HAVE ANSWERED YES TO THE ABOVE QUESTIONS PLEASE INITIAL HERE _____ AND CONTINUE. IF NOT, PLEASE STOP AND RETURN APPLICATION TO RECEPTIONIST.

PERSONAL INFORMATION

POSITION APPLYING FOR: _____ LOCATION: _____

LAST NAME/FIRST/MI: _____		TODAY'S DATE: _____	
OTHER NAMES(S) USED: _____		SOCIAL SECURITY #: _____	
CURRENT ADDRESS: _____	HOW LONG: _____	HOME PHONE: _____	
STREET: _____		CELL or PAGER: _____	
CITY: _____		BUSINESS PHONE: _____	
COUNTY: _____		E-MAIL: _____	

IF LESS THAN 10 YEARS AT CURRENT ADDRESS, LIST PAST ADDRESSES: (Please attach additional sheet if needed)

Street	City, State, Zip	County	From (mm/yy)	To (mm/yy)

Type of position Applying for: <input type="checkbox"/> Full – Time <input type="checkbox"/> Part – Time <input type="checkbox"/> Temporary <input type="checkbox"/> Seasonal	Hours available to work: <input type="checkbox"/> Any Available Day and Shift Check the shift and days you are available: <input type="checkbox"/> Days <input type="checkbox"/> Sat <input type="checkbox"/> Sun <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thr <input type="checkbox"/> Fri <input type="checkbox"/> Swing <input type="checkbox"/> Sat <input type="checkbox"/> Sun <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thr <input type="checkbox"/> Fri <input type="checkbox"/> Nights <input type="checkbox"/> Sat <input type="checkbox"/> Sun <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thr <input type="checkbox"/> Fri Special scheduling requested (Explain): _____	Desired Wage \$ _____ Distance willing to travel each way: _____ Date Available to start: _____
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HOW WERE YOU REFERRED TO THE COMPANY: Newspaper Internet Friend or Other _____

If an employee referred you, please provide Employee's Name and Location: (Exclude spouse) _____

HAVE YOU EVER APPLIED OR WORKED FOR THIS COMPANY OR ONE OF ITS AFFILIATES? YES NO If yes, please provide the date and location:

DO YOU HAVE ANY FRIENDS OR RELATIVES EMPLOYED BY THIS COMPANY? YES NO If yes, please provide the employee's name and location:

(Exclude spouse) _____

DRIVERS LICENSE / or I.D. Card # (Exclude WI and IL): _____ STATE: _____ EXP.DATE: _____

UPON REVIEW OF THE JOB DESCRIPTION, CAN YOU PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION FOR WHICH YOU ARE APPLYING, WITH OR WITHOUT REASONABLE ACCOMMODATION?

YES NO COMMENTS: _____

REFERENCES Please provide 3 references, other than a relative or employer previously listed, with knowledge of your work performance.

Name	Address	Phone #	Years known
Name	Address	Phone #	Years known
Name	Address	Phone #	Years known

HAVE YOU EVER BEEN FIRED OR ASKED TO RESIGN FROM PREVIOUS EMPLOYMENT? YES NO If yes, please explain: _____

HAVE YOU EVER BEEN CONVICTED OR PLEAD GUILTY TO A FELONY OR MISDEMEANOR? YES NO If yes, please explain: _____

NOTE: A CONVICTION IS NOT AN AUTOMATIC DISQUALIFICATION.

APPLICANT AGREEMENT

Please read the following agreement carefully before signing. Only applications that are complete, signed and dated will be considered.

I hereby certify that I have personally completed this application, that the information contained in it is true, complete and correct to the best of my knowledge and that I have not knowingly omitted any requested information. I understand that if I misrepresent, falsify or omit information requested on this application, in my interview(s) or during the pre-employment evaluation, I may not receive an employment offer, or, if I have been hired, I may be dismissed from employment.

I authorize Niscayah, Inc. and its agents to request any information and records concerning me, including but not limited to consumer credit, criminal history, driving, employment, military, civil and educational data and reports, from any present or previous employers (unless expressly stated), consumer reporting agencies, licensing and law enforcement agencies, courts and other entities. Further, if I become employed by Niscayah, Inc., I agree to submit to employment-related medical examinations, when reasonable and necessary, at the request of Niscayah, Inc..

I authorize and request any present or former employer, school, financial institution, credit agency or any governmental agency or persons having personal knowledge about me to furnish Niscayah, Inc. or its agent with any and all such information, which may be related to my employment, or continued employment, with Niscayah, Inc.. I agree that a photocopy of this authorization may be accepted with the same authority as the original and shall be valid for this or any future reports or updates that may be requested.

I understand that any offer of employment will be conditioned on Niscayah, Inc. receipt of satisfactory responses to reference requests, the provision of satisfactory proof of my identity and legal right to work in the United States, the satisfactory completion of a drug/alcohol screening and other bona fide pre-employment screening.

If hired, I agree and understand that I will conform to the policies, practices and procedures of Niscayah, Inc.. I further agree that my employment is "at-will." This means that either Niscayah, Inc. or I may terminate the employment relationship at any time, with or without notice, and with or without cause. I understand that Niscayah, Inc. retains the right to establish compensation, benefits, position, duties, and other terms and conditions of employment, including the right to impose discipline of whatever type and for whatever reasons that Niscayah, at its sole discretion, determines to be appropriate. No at will employee or representative of Niscayah, Inc., other than the President of Niscayah, Inc. has the authority to alter the at will nature of my employment relationship, or make agreement inconsistent to the foregoing.

I acknowledge that I have been given the opportunity to ask questions regarding Niscayah, Inc. policies and procedures, and my potential status as an employee "at-will," and no Niscayah, Inc. representative has promised or implied to me that if I am hired, I will be employed under any terms other than stated above. I agree that this constitutes an integrated, binding agreement with respect to the "at-will" nature of my employment relationship.

NISCAYAH, INC. AND ITS EMPLOYEES ARE SUBJECT TO A MANDATORY BINDING ARBITRATION PROGRAM TO THE EXTENT ALLOWED BY LAW. EMPLOYEES UNDERSTAND, ACKNOWLEDGE AND AGREE THAT NISCAYAH, INC. IS AN "AT-WILL" EMPLOYER AND EMPLOYEES ARE EMPLOYED ON AN "AT-WILL" BASIS.

Signature of Applicant

Date

- For Office Use Only -

Position Offered? <input type="checkbox"/> YES <input type="checkbox"/> NO		Hired? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, DOH:	
Rate of Pay	Location:	Shift/Days:	If No, AAP Code:
NON HIRE REASON:			
Interviewer	Signature		Date