



NORTHWOODS

Dignified Nursing Alternatives

Application for Employment

Last Name First Middle

Street Address City State Zip Code

Primary Phone: _____ Secondary Phone: _____

Position Desired: _____ Date Available: _____

Salary Desired: _____

Type of Employment Desired: Full Time Part Time Temporary/Casual

Are you legally eligible for employment in this country? Yes No

Proof of U.S citizenship or immigration status will be required upon employment

SKILLS AND QUALIFICATIONS

Summarize specific skills and qualifications from employment or other experiences that are related to the position for which you are applying

EMPLOYMENT HISTORY

Please provide a complete employment history. List all employers, assignments, or volunteer activities starting with most recent. Explain gaps in employment in the comments section.

Present/Recent Employer	Dates Employed
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Address	Telephone Number
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Job Title	Immediate Supervisor and Title
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Type of Employment: Full Time Part Time Temporary Other

Hourly Rate/Salary Starting: _____ Ending: _____

Reason for Leaving: _____

If currently employed, may we contact for reference? Yes No

Summarize the nature of the work performed and job responsibilities:

Next Previous Employer	Dates Employed
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Address	Telephone Number
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Job Title	Immediate Supervisor and Title
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Type of Employment: Full Time Part Time Temporary Other

Hourly Rate/Salary Starting: _____ Ending: _____

Reason for Leaving: _____

Summarize the nature of the work performed and job responsibilities:

EMPLOYMENT HISTORY

Next Previous Employer _____

Dates Employed _____

Address _____

Telephone Number _____

Job Title _____

Immediate Supervisor and Title _____

Type of Employment: Full Time Part Time Temporary Other

Hourly Rate/Salary Starting: _____ Ending: _____

Reason for Leaving: _____

Summarize the nature of the work performed and job responsibilities:



REFERENCES

List three business/work references that are **not** related to you and **not** previous supervisors. If not applicable, list three school or personal references that are not related to you.

Name	Telephone	Years Known	Capacity to which this person observed your work.	Date Called (Comments below)

Comments from phone conversations with references: _____

WORK AVAILABILITY

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
From:							
To:							

Total hours a week available to work: _____

PLEASE READ THE FOLLOWING AND SIGN THE APPLICATION IN THE SPACES PROVIDED BELOW. IF YOU HAVE ANY QUESTIONS PLEASE SPEAK WITH THE HUMAN RESOURCES REPRESENTATIVE BEFORE SIGNING.

I understand that employment by Northwoods DNA is “at will.” This means that the employment relationship can be ended by Northwoods DNA, at any time for any reason with or without advanced notice and with or without cause. It also means that Northwoods DNA may revise and make exceptions to its policies, practices, handbooks, manuals, rules, procedures, and regulations in whole or in part, at any time. I further understand that acceptance of an offer for employment does not create a contractual obligation upon Northwoods DNA to continue to employ me in the future or for any specific term.

If employed by Northwoods DNA, I agree to comply with all safety and health rules, company policies and procedure, and local, state, and federal laws pertaining to my employment. I understand and accept these as conditions of my employment should I be hired.

I have reviewed this application carefully and hereby affirm that my statements and answers to all questions on this application are true and correct and that I have not knowingly withheld any fact or circumstance that, if disclosed, would affect my application unfavorably. I understand that any misstatement or omission of fact on this application may result in my application not being considered, and, if employed, may result in immediate dismissal.

I HAVE READ AND AGREE TO THE ABOVE TERMS AND CONDITIONS

Applicant Signature

Date

By signing below, I hereby authorize Northwoods DNA to conduct an investigative and/or reference check as it deems appropriate. In the event that I am employed by Northwoods DNA, I hereby authorize Northwoods DNA, to answer any inquiries regarding my employment, conduct, qualifications, and reason for leaving.

In exchange for being considered for employment, I hereby release Northwoods DNA, its employees and agents, or any other individual providing information about me to Northwoods DNA, from any liability arising from disclosure of such information.

Applicant Signature

Date

Application revised 04/06/2020