



N & H Services INC. and Independent Living INC.

It is part of our policy at N&H Services Inc. and N& H Independent Living Inc. to be an equal opportunity employment agency, we do not discriminate on the basis of age, race, gender, sexual orientation, creed, color, or military experience.

N&H maintain a Code of Ethic and specific policies regarding employee and applicant honest, performances, conduct, and attendance. Additionally, N&H reserves the right to investigate any suspected unethical or illegal activities and any violation of the policies including, but not limited to, misappropriation of funds, falsification of records, the use, sale or possession of alcohol or drugs while working or working under the influence of drug and alcohol, unreasonable absences (including excessive or pattern absenteeism), and the same or similar. Violation of policy will result in disciplinary actions by N&H Services Inc. and/or N&H Independent Living Inc., which could be termination and prosecution, alleged criminal violations will be referred to the Local Authorities. The employment relationship with N&H Services Inc. and/or N&H Independent Living Inc. is at will and employment can be terminated at any time, with or without cause or notice at the option of either the N&H Services Inc. and/or N&H Independent Living Inc. (N&H Employee must work through their shift, or wait until they are properly relieved before resigning). All questions must be answered completely and accurately. Incomplete applications may be rejected.

Date: _____

First Name: _____ Middle Initial: _____ Last Name: _____ DOB: _____

Home/Cell Number: () _____ Email Address: _____

Have you lived in the state of Ohio for the 5 years or more? Yes _____ No _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Social Security Number: _____ Do you have a current driver's licenses: Yes/No

Driver's License number? _____ Do you have reliable transportation? Yes/No

If no, what would be your means of transportations?

Have you ever been convicted of a criminal offense, or participated in a pre-trial deferral or diversion program?
Yes/No

If yes please explain: _____

Falsification, misrepresentation and/or omission of a criminal conviction is grounds for refusal to hire, or if hired for dismissal. A conviction does not disqualify an applicant from employment. The date, nature, and seriousness of the offense will be discussed during the interview.

Position Applied For: _____ **Position Type: Full-Time Part-Time Interim**

Salary Requirements:

Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
AM							
PM							

Are there any limitations on your working hours? _____

Education

Dates	School	Address	Did you graduate?	Degree

Employment History

Please list all jobs held within at least, the last ten (7) years, beginning with your present or most recent job. Any gaps in employment may need to be explained upon interview.

Employer: _____ Supervisor: _____

Telephone Number () _____ Address: _____

City: _____ State: _____ Zip Code: _____

Employed from	Employed to	Salary beginning	Salary ending

Description of work: _____

Reason for leaving: _____

Employer: _____ Supervisor: _____

Telephone Number () _____ Address: _____

City: _____ State: _____ Zip Code: _____

Employed from	Employed to	Salary beginning	Salary ending

Description of work: _____

Reason for leaving: _____

Employer: _____ Supervisor: _____

Telephone Number () _____ Address: _____

City: _____ State: _____ Zip Code: _____

Employed from	Employed to	Salary beginning	Salary ending

Description of work: _____

Reason for leaving: _____

Personal References: Names of Non-Relatives who can provide Professional and/or Character Reference.

Name	Address	Phone Number	Years Known

Signature

Date

By signing this document you are stated that the information contained in this application is true and accurate.