



# EMPLOYMENT APPLICATION

PLEASE PRINT OR TYPE

## APPLICANT IDENTIFICATION

LAST NAME	FIRST	INITIAL	DATE
PRESENT ADDRESS (Street, City, State, Zip)			PRESENT PHONE Include Area Code
E-MAIL ADDRESS			
PERMANENT ADDRESS (Street, City, State, Zip)			PERMANENT PHONE Include Area Code
SOCIAL SECURITY NUMBER		ARE YOU LEGALLY ELIGIBLE FOR EMPLOYMENT IN THE UNITED STATES? <input type="checkbox"/> YES <input type="checkbox"/> NO	

## JOB INTERESTS

POSITION DESIRED	SALARY REQUIREMENT
STATUS PREFERENCE <input type="checkbox"/> FULL-TIME <input type="checkbox"/> PART-TIME <input type="checkbox"/> SUMMER	
SHIFT PREFERENCE <input type="checkbox"/> FIRST <input type="checkbox"/> SECOND <input type="checkbox"/> THIRD	
GEOGRAPHIC PREFERENCE	DATE AVAILABLE FOR WORK

## GENERAL INFORMATION

HOW WERE YOU REFERRED TO US?	HAVE YOU EVER APPLIED HERE BEFORE? <input type="checkbox"/> YES <input type="checkbox"/> NO
FRIENDS OR RELATIVES NOW EMPLOYED HERE	
HAVE YOU BEEN CONVICTED OF A CRIMINAL OFFENSE WITHIN THE LAST 7 YEARS? A CONVICTION RECORD WILL NOT NECESSARILY BAR YOU FROM EMPLOYMENT. <input type="checkbox"/> YES <input type="checkbox"/> NO	
IF YES, INDICATE COUNTY AND STATE WHERE THE CONVICTION OCCURRED AND EXPLAIN THE CONVICTION.	

Novo 1, Inc.com LLC is an Equal Employment Opportunity Employer .



## **EMPLOYMENT INFORMATION**

Starting with your present or last employer, list all jobs held. Include all work experience whether or not it is related to the job for which you are applying. (Attach additional sheet if necessary.)

DATES FROM TO	COMPANY NAME		POSITION
	ADDRESS		DUTIES
SALARY	SUPERVISOR'S NAME	PHONE NUMBER	REASON FOR LEAVING
DATES FROM TO	COMPANY NAME		POSITION
	ADDRESS		DUTIES
SALARY	SUPERVISOR'S NAME	PHONE NUMBER	REASON FOR LEAVING
DATES FROM TO	COMPANY NAME		POSITION
	ADDRESS		DUTIES
SALARY	SUPERVISOR'S NAME	PHONE NUMBER	REASON FOR LEAVING
DATES FROM TO	COMPANY NAME		POSITION
	ADDRESS		DUTIES
SALARY	SUPERVISOR'S NAME	PHONE NUMBER	REASON FOR LEAVING

MAY WE CONTACT YOUR PRESENT EMPLOYER ?  YES  NO

Novo 1, Inc does not discriminate in hiring or employment on the basis of age, race, religion, color, sex, physical or mental disability, sexual orientation, national origin, Vietnam Era veteran status or disabled veteran status. No question on this application is intended to secure information to be used for such discrimination.

This application will be given every consideration, but its receipt does not imply that the applicant will be employed.

I certify that all information provided in this application is accurate and complete to the best of my knowledge. I authorize the verification and release of information and the release of references, grade transcripts, felony conviction background, and additional information pertinent to my employment from sources identified in this application. Providing false or misleading information may result in discharge.

I understand that if employed, I may be required to submit proof of citizenship or legal right to remain in the United States.

I understand the employment for which I am applying may be terminated by either me or by Novo 1, Inc at any time and for any reason. I further understand that no employee of NOVO1, other than its Board of Directors, has the authority to enter into any employment contract.

I hereby acknowledge that I have read the above statement and understand the same.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

**FOR OFFICE USE ONLY**

<b>TO BE COMPLETED UPON HIRE</b>		<b>SPECIAL CONDITIONS OR COMMENTS</b>
REQUISITION #		
START DATE		
DEPARTMENT		
IMMEDIATE SUPERVISOR		
POSITION TITLE		
JOB NUMBER		
JOB GRADE		
STARTING SALARY		
NEXT SALARY REVIEW DATE		
REFERRAL SOURCE		
EEO CATEGORY	JOB GROUP	
H.R. INTERVIEWER		