

APPLICATION FOR EMPLOYMENT

NORTHERN HILLS TRAINING CENTER

625 Harvard Street
Spearfish, SD 57783-1897

Prospective employees will receive consideration without discrimination for race, creed, color, sex, age, national origin, handicap, or veteran status.

PERSONAL	Last Name, First Middle	Date
	Street Address P.O. Box	Home Telephone ()
	City, State, Zip	Social Security #
	Have you ever applied for employment with us? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes: Month and Year _____ Location _____	How did you hear about the position?
	Position Desired	Pay Expected
	Apart from absence for religious observance, are you available for full-time work? <input type="checkbox"/> Yes <input type="checkbox"/> No If not, what hours can you work?	Will you work overtime if asked?
	Are you legally eligible for employment in the United States?	When will you be available to begin work?
	Other special training or skills (languages, machine operation, etc.)	

EDUCATION	School	Name and Location of School	Course of Study	No. of Yrs. Completed	Did You Graduate?	Degree or Diploma
	Graduate					
	College					
	Business/Trade/Technical					
	High School					
	Elementary					

Membership in Professional or Civic Organizations	
(Exclude those which may disclose your race, color, creed, sex, sexual orientation, age, ethnic or national origin, marital status, disability, or veteran status.)	

GENERAL INFORMATION

Do you have a valid Driver's License?

Yes No

If Yes - what state?

If No - explain:

Do you have motor vehicle insurance?

Yes No

Have you had any motor vehicle violations within the past seven (7) years?

Yes No

If Yes - describe in full:

Have you ever been bonded?

Yes No

If Yes - with what employers?

Have you been convicted of any crime (felony or misdemeanor) or a vehicle violation, such as a DWI, in the past 12 years?

Yes No

If Yes - describe in full:

Do you have a conviction or prior employment history of abuse, neglect or mistreatment?

Yes No

If Yes - describe in full:

List names of relatives and friends working for us:

Write a short narrative explaining the skills and qualities which you have that will enable you to be a valuable employee.

(NHTC will hold your application on file for 60 days unless notified by you to withdraw your application from consideration.)

The undersigned hereby authorizes any state department of social services, any police department, and the Northern Hills Training Center to obtain and/or release any and all information regarding the social services, work, credit, or criminal history of the undersigned applicant for consideration of employment by the Northern Hills Training Center. The undersigned also understands that misrepresentation or omission of facts called for in this application is cause for cancellation of the application and/or separation of employment.

"I Attest:

The information provided in this Application for Employment is true, correct, and complete. I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future."

Signature

Date

THIS PAGE FOR EMPLOYER'S USE ONLY

What days and hours is the applicant available to work/train?	

Interviewer Name and Comments	
Interviewer	Comments

Employer	Person Contacted	Results
1		
2		
3		
4		

BACKGROUND INVESTIGATION

The *Northern Hills Training Center* will complete a Criminal Background Investigation on all prospective employees.

The *Northern Hills Training Center* will utilize the State Court Administrator's Office in conducting all Criminal Background Investigations. Other investigations may be conducted by the Nurse's Aide/Teacher Registry and the Sex Offender Registry.

Northern Hills Training Center may make an offer of employment to a prospective employee contingent upon the results of the Criminal Background Investigation.

The *Northern Hills Training Center* shall withdraw its offer of employment if the report reveals a disqualifying record. A disqualifying record is defined in Policy Memorandum #02-03 - Exclusion of Certain Individuals and Entities from Participation in Medicare and State Health Care Programs.

Employees will be automatically disqualified for:

1. Any felony crime conviction,
2. Any conviction of a crime against a person causing bodily harm, including abuse, neglect, assault, etc.,
3. Any other conviction of a crime. Circumstances to consider include: number of convictions, length of time since the conviction, and the severity of the crime.

I understand this as a condition of employment. I have read, had the opportunity to ask questions, and understand the above.

Applicant's Signature

Date

NORTHERN HILLS TRAINING CENTER

PARTIAL CONDITIONS OF EMPLOYMENT

I UNDERSTAND AND AGREE THAT:

It is my understanding that Northern Hills Training Center (NHTC) may make a thorough review of my experience and education and may verify all application and/or verbal interview materials. I authorize such review and the giving and receiving of any information requested by NHTC. I release from liability any person giving or receiving such information. Falsification, misrepresentation, or omission of facts so given, or other derogatory information discovered as a result of this review may prevent me from being hired, or if hired, may subject me to immediate dismissal. Although the NHTC makes every effort to accommodate employee preferences, the needs of persons served by the NHTC may at times make the following conditions mandatory: overtime, shift work, holidays, a rotating schedule, and/or a work schedule other than that which I have been hired for. I understand and accept these conditions of my future or continuing employment.

I understand that if I am employed, I am employed for an indefinite period of time and the NHTC may change wages, benefits, and conditions of my employment at any time.

In consideration for EMPLOYMENT and by being considered for employment by the NHTC, I agree to follow the policies, rules and regulations of the NHTC, and acknowledge that these policies, rules and regulations may be changed, interpreted, withdrawn, or added to by NHTC at any time, at its discretion, and without any prior notice to me. I further acknowledge that my employment may be ended as per personnel policies.

I understand that representatives of the NHTC do not have the authority to enter into any agreement for employment for any specified period of time. Further, no representative of the NHTC may guarantee other personnel moves either prior to commencement of employment or after I have become employed. Assurances of any benefits or terms and conditions of employment, or any agreement contrary to the foregoing, may not be entered into. The NHTC reserves the right, due to Federal Medicaid Regulations and other state and federal laws, to your complete criminal record, Department of Human Services record, Motor Vehicle record, and other eligibility for employment checks on all applicants and employees.

I understand that Northern Hills Training Center is a Drug and Alcohol-Free Workplace and that I will be submitted to random drug/alcohol testing as per NHTC policy.

I understand that the position I am applying for (if involving direct service responsibilities) may involve implementing crisis prevention and intervention services which may include lifting, pulling and guiding persons with disabilities against potential resistance. I understand this as a condition of employment, and have no reason to believe I cannot implement these or other responsibilities of the position for which I am applying.

I have read, had the opportunity to ask questions, and understand the above.

APPLICANT'S SIGNATURE

DATE

PROSPECTIVE EMPLOYEES SHALL RECEIVE CONSIDERATION WITHOUT DISCRIMINATION BECAUSE OF RACE, COLOR, CREED, SEX, SEXUAL ORIENTATION, AGE, ETHNIC OR NATIONAL ORIGIN, MARITAL STATUS, HANDICAP (IF OTHERWISE QUALIFIED), VETERANS STATUS OR VETERAN DISABILITY.