



# MNIS

## APPLICATION FOR EMPLOYMENT

### Must be 18 years of age

Prospective employees will receive consideration without discrimination because of race, color, religion, sex, age, national origin, marital status or disability. PLEASE FEEL FREE TO LET US KNOW IF YOU NEED AN ACCOMMODATION TO COMPLETE THE APPLICATION PROCESS.

LAST NAME	FIRST	MIDDLE	DATE
Street Address			Home Phone (    )
City, State, Zip			Business Phone (    )
Have you ever applied for employment with us? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, month and year      Location			Social Security Number
Position Desired			How did you hear about this job?
Are you interested in: <input type="checkbox"/> Full-Time Work <input type="checkbox"/> Part-Time Work			Will you work overtime if asked? <input type="checkbox"/> Yes <input type="checkbox"/> No
When will you be available to begin work?			Do you have a valid driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No

### Employment History and References

Please give accurate, complete full-time and part-time employment record. Start with the present or most recent employer. We may contact the employers listed below unless you indicate those you do not wish for us to contact. In the event the below listed employers are contacted, all responses will

Company Name	Telephone
Address	Employed (State Month & Year From                      To)
Name of Supervisor	Weekly Pay Start                      Finish
State Job Title and Describe Your Work	Reason for Leaving:
	Do Not Contact      (Initial)

Company Name	Telephone
Address	Employed (State Month & Year From                      To)
Name of Supervisor	Weekly Pay Start                      Finish
State Job Title and Describe Your Work	Reason for Leaving:
	Do Not Contact      (Initial)

Company Name	Telephone
Address	Employed (State Month & Year From                      To)
Name of Supervisor	Weekly Pay Start                      Finish
State Job Title and Describe Your Work	Reason for Leaving:
	Do Not Contact      (Initial)

EDUCATION					
SCHOOL	NAME/LOCATION OF SCHOOL	COURSE OF STUDY	NO. OF YEARS COMPLETED	DID YOU GRADUATE ?	DEGREE OR DIPLOMA
COLLEGE					
HIGH SCHOOL					
SPECIAL TRAINING OR SKILLS					

**DISCLOSURE WITH SIGNATURE**

Have you ever been convicted of any of the following:

**Circle One:**

- Yes No Child Pornography
- Yes No Abuse, neglect or exploitation of a child or vulnerable adult
- Yes No Felon domestic assault
- Yes No Misdemeanor domestic assault within the last 5 years
- Yes No Shoplifting after the age of 19 and within the past 3 years
- Yes No Felony fraud (including stealing, forgery, and issuing a bad check) within the last 10 years
- Yes No Misdemeanor fraud (including stealing, forgery, and issuing a bad check) within the last 5 years
- Yes No Possession of any controlled substances within the last 5 years
- Yes No Possession of any controlled substances with the intent to deliver within the past 10 years
- Yes No Felony assault without a weapon in the last 10 years
- Yes No Felony or misdemeanor assault with a weapon in the last 15 years
- Yes No Prostitution or solicitation of prostitution within the last 5 years
- Yes No Felony or misdemeanor robbery or burglary within the last 10 years
- Yes No Rape or sexual assault
- Yes No Homicide
- Yes No Listed on the Nebraska Sex Offender Registry

Are you currently awaiting trial (or are under investigation) for any sexual abuse and/or physical abuse related to children or individuals with developmental disabilities?

YES  NO If yes, describe in full. \_\_\_\_\_

MNIS, Inc. is an at-will employer. Should an employee ever wish to leave our employment or should we desire to sever the employment relationship, we are both free to separate at will. This means that you may terminate your employment with the Agency for any reason, and likewise, the Agency may terminate your employment at any time and for any reason.

I hereby, declare the information provided by me in this Application for Employment is true, correct, and complete to the best of my knowledge. Nebraska State Law **requires** that applicants for this position have criminal history checks. I authorize MNIS to obtain criminal history record information from any law enforcement agency, including the FBI, and the National Sex Offender Database. Furthermore MNIS conducts an APS/CPS Central Registry check on applicable applications. If I so choose, I may obtain a copy of the results directly from MNIS.

I understand that if employed, misstatement or omission of fact on the application will be considered cause for dismissal.

\_\_\_\_\_ Date

\_\_\_\_\_ Signature

**For Office Use Only: (Complete if Applicable)**

\_\_\_ **Interview not offered: (check one)**

\_\_\_ Removed self from consideration \_\_\_\_\_

\_\_\_ Lacked basic qualifications for the job \_\_\_\_\_

\_\_\_ Interview date: \_\_\_\_\_

\_\_\_ Offer date: \_\_\_\_\_

\_\_\_ **Employment not offered: (check one)**

\_\_\_ Others more qualified: \_\_\_\_\_

\_\_\_ No positions available \_\_\_\_\_

\_\_\_\_\_ Interviewer

\_\_\_\_\_ Hiring Authority