



Team Member Application for Employment

PERSONAL INFORMATION

Full Name	_____	_____	_____	<i>(You must produce your original Social Security Card upon hire)</i>
	First	MI	Last	
Address	Street Address		City, State	Zip Code
Phone Number	_____		Alternate Phone	_____
Position Applied For	_____			E-mail Address _____

What type of work will you accept? (check all that apply) Full-Time Part-Time Temporary (FT) Temporary (PT)

What days and hours are you available to work? _____

If offered a position with Nexus when are you available to start work? _____

Will you work overtime if asked? Yes No

Are you over 18? Yes No

Do you have the legal right to reside and work in the U.S.? Yes No *(Documentation is required upon hire)*

Do you have reliable transportation to work? Yes No

If a driver's license is required for the position for which you are applying, do you have one? Yes No

If a driver's license is required for the position for which you are applying, supply license # and expiration date: _____

Are you able to perform the essential functions of the job for which you have applied either with or without reasonable accommodation? Yes No

Have you ever been employed by Nexus? Yes No If so, when: _____

Do you have a friend or relative employed by Nexus? Yes No If so, who: _____

How did you learn of this opening? _____

EDUCATION AND SKILLS

	High School	Business/Vocational School	Undergraduate College	Graduate or Professional
School Name	_____	_____	_____	_____
Dates of Enrollment (From/To)	_____	_____	_____	_____
Location of School (City, State)	_____	_____	_____	_____
Total Years Completed	_____	_____	_____	_____
Major/Subject	_____	_____	_____	_____
Diploma or Degree Received (Yes/No)	_____	_____	_____	_____
Overall G.P.A.	_____	_____	_____	_____

Describe any specialized training, apprenticeship, skills or activities relevant to the job for which you are applying: _____

Describe any honors, scholarships, award or special recognition that you have received: _____

List any professional or vocational certificates, licenses, or registrations that you currently hold or have held: _____

EMPLOYMENT HISTORY

Nexus will consider for employment only those applicants who complete this application entirely or email a resume to humanresources@nexus.coop. Write "see resume" on this section or anywhere on this application if you plan to email resume.

Please list previous employers in chronological order with the present or last employer first. Account for all periods of time including military service and any period of unemployment. If self-employed, give name of company and supply business references.

Company Name	From (Mo/Yr)	Starting Pay	Job Title
Street Address	To (Mo/Yr)	Ending Pay	Reason for Leaving
City State Zip	Supervisor	Phone #	
Job Duties and Responsibilities:			
Company Name	From (Mo/Yr)	Starting Pay	Job Title
Street Address	To (Mo/Yr)	Ending Pay	Reason for Leaving
City State Zip	Supervisor	Phone #	
Job Duties and Responsibilities:			
Company Name	From (Mo/Yr)	Starting Pay	Job Title
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Company Name	From (Mo/Yr)	Starting Pay	Job Title
Street Address	To (Mo/Yr)	Ending Pay	Reason for Leaving
City State Zip	Supervisor	Phone #	
Job Duties and Responsibilities:			

If more space is needed, please use supplemental employment history sheet.

BACKGROUND SPECIFICS

May we contact your present employer? Yes No

If no, please explain: _____

Have you ever been discharged or asked to resign from any job? Yes No

If yes, please explain: _____

Have you ever been reprimanded, suspended, or terminated for fighting or demonstrating any violent behavior on the job, whether or not it was your fault? Yes No

If yes, please explain: _____

Have you ever been reprimanded, suspended or terminated by any employer for any act of harassment, whether based upon gender, race, national origin or any other trait or characteristic? Yes No

If yes, please explain: _____

Please explain any gaps in your employment history: _____

Please explain why you feel you are fully qualified for this position. Include a brief explanation of the skills, qualifications, or other characteristics that will ensure you will be successful in this position?

Have you ever been convicted or pled no contest or nolo contendere to a felony? Yes No

Note: Answering "Yes" to the above questions does not constitute an automatic bar to employment. Each case will be determined on its own merits. Any relevant information turned up via that check that is not first disclosed by you will result in your application being rejected.

If you answered yes, please explain fully, including disposition: _____

REFERENCES

Providing professional references is the applicant's responsibility. Please either fill out this section or email references to humanresources@nexus.coop.

Please list three professional references who have known you for a year or more:

	Name	Business Name	Phone Number	Address	City, State
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____

AUTHORIZATION & RELEASE FOR REFERENCES

I understand that providing acceptable references is my responsibility and that Nexus may refuse to employ me if I do not provide current contact information for a suitable number of professional references who are both qualified to and willing to discuss with Nexus my experience and my qualifications for the position I am seeking.

I authorize each of the professional references provided by me, as well as any custodian of records at any former employer to release any information regarding my employment, experience and qualifications for the position being sought with Nexus. I hereby fully waive any rights or claims I have or may have against the aforementioned, and release them from any and all liability, claims or damages that may directly or indirectly result from the disclosure or release of such information, whether or not that information is favorable or unfavorable to me.

_____	_____	_____
Print Name	Signature	Date

ACKNOWLEDGMENTS

I hereby certify that everything on this application and its accompanying documents [Background Inquiry Release, Authorization for Drug Test, Supplement Employment History (if applicable) and the Voluntary Equal Employment Opportunity Form (if voluntarily completed)], is true and complete and that I have omitted no material facts or information. I understand that regardless of when discovered, any misrepresentation, falsification or material omission of information on this Employment Application and its accompanying documents or in the interview process, will result in no offer of employment being extended to me, or an extended offer being rescinded or in the termination of my employment with Nexus, depending upon when the misrepresentation, falsification or material omission is discovered.

Qualified applicants are considered for open positions for which they apply without regard to race, color, religion, sex, sexual orientation, national origin, age, marital status, the presence of a medical condition or disability, or genetic information. Nexus complies with all applicable federal, state, and local laws with regard to equal employment opportunity. Advancement is based entirely on a team member's individual performance, job-related ability, skills, and knowledge and the resulting potential for promotion to the position opening applied for.

I understand that once employed by Nexus I will be required to immediately offer satisfactory documentary proof of my right to reside and work in the United States.

I understand that any offer of employment for a driving position from Nexus is conditional upon my passing a drug test.

I understand that my employment with Nexus will at all times be an "at will" relationship which can be ended by me or by Nexus, and any time, for any reason or for no reason, with or without notice.

I understand that only the President & Chief Executive Officer of Nexus can modify the "at will" nature of my employment relationship with Nexus and that such modification must be in writing and signed by the President & Chief Executive Officer of Nexus to have any force or effect.

I understand that I will be considered for employment with Nexus only if this application and the required accompanying documents are filled out in their entirety. I also understand that this application will be active for a maximum of thirty (30) days. If I wish to be considered for employment after that time, I must reapply.

_____	_____
Signature of Applicant	Date