

	EMPLOYMENT APPLICATION	NHVT Computer Services, LLC 45 Hanover St. Suite B P.O. Box 940 Lebanon, NH 03766 Phone: 603-448-2110 jobs@nhvtcomputers.com
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NHVT Computer Services, LLC is an equal opportunity employer and affords equal opportunity to all applicants for all positions without regard to race, color, religion, gender, national origin, age, disability, veteran status or any other status protected under local, state or federal laws.

Position(s) Applied For			Date of Application
Last Name	First Name	Middle Name	
Address	City	State	Zip Code
Telephone Number	Alternate Number	Social Security #	
How Did You Hear About Us? (Check One) <input type="checkbox"/> Newspaper Ad <input type="checkbox"/> Employment Agency <input type="checkbox"/> Website <input type="checkbox"/> Online Advertisement <input type="checkbox"/> Current Employee _____ <input type="checkbox"/> Other _____			

Are you legally eligible to work in the United States? <i>(Proof of eligibility will be required upon offer of employment)</i>	YES <input type="checkbox"/>
Are you over the age of 18 years? <i>(If no, you may be required to provide authorization)</i>	YES <input type="checkbox"/>
Can you with or without reasonable accommodation perform the essential functions of this job? <i>(If you have any questions about the functions of the job, please ask the interviewer before answering this question.)</i>	YES <input type="checkbox"/>
Have you ever applied to NHVT Computer Services, LLC before? <i>(If yes, please give date.)</i>	YES <input type="checkbox"/>
Have you ever worked for NHVT Computer Services, LLC before? <i>(If yes, please give date.)</i>	YES <input type="checkbox"/>
Have you ever been convicted of a felony? <i>(A conviction will not necessarily disqualify you.)</i> If yes, please explain: _____	YES <input type="checkbox"/>
Do you have a valid driver's license?	YES <input type="checkbox"/>
Have you been convicted of any moving violations in the past five years? If yes, please explain: _____	YES <input type="checkbox"/> NO <input type="checkbox"/>
Is anyone related to you employed by NHVT Computer Services, LLC? If yes, please explain: _____	YES <input type="checkbox"/> NO <input type="checkbox"/>
What salary or rate of pay do you expect to receive if employed? \$ _____ per _____	
Have you ever been fired or asked to resign from a job?	YES <input type="checkbox"/>

If yes, please explain: _____	NO []
Are you currently employed?	YES [] NO []
If currently employed may we contact your employer?	YES [] NO []

On what date would you be available to work? _____

Days and Hours Available:

NOTE - If employed, I will notify my supervisor in writing, should my availability change.

Day	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
AM							
PM							

EDUCATION

	Name and Location of School	Course of Study or Major	Course of Study or Major	Diploma/ Degree
Elementary				
High School				
College				
Graduate				
Vocational				

Please list any academic honors, scholarships, offices held, etc. (*Do not list any which reflect your race, color, religion, gender, national origin, age, disabilities or veteran status.*) Describe any specialized training, apprenticeships, licenses or skills.

Have you received any job-related training in the United States Military? YES [] NO []

Please give dates and explanation:

EMPLOYMENT HISTORY (Begin with current or most recent employer. Do not exclude any employment. Include any applicable temporary employment attach another sheet if necessary.)

Company Name		Phone Number	(____) ____ - ____
Address			
Supervisor's Name		Supervisor's Title	
Starting Date		Ending Date	
Starting Salary		Ending Salary	
Describe your duties:			
Reason for leaving and explanation:			
May we contact your previous supervisor for a reference?		____ Yes	____ No

Company Name		Phone Number	(____) ____ - ____
Address			
Supervisor's Name		Supervisor's Title	
Starting Date		Ending Date	
Starting Salary		Ending Salary	
Describe your duties:			
Reason for leaving and explanation:			
May we contact your previous supervisor for a reference?		____ Yes	____ No

Company Name		Phone Number	(____) ____ - ____
Address			
Supervisor's Name		Supervisor's Title	
Starting Date		Ending Date	
Starting Salary		Ending Salary	
Describe your duties:			
Reason for leaving and explanation:			
May we contact your previous supervisor for a reference?		____ Yes	____ No

Please provide any other information that you feel will help us in considering your application for employment.

REFERENCES (Please list three persons, who are not related to you, who can provide professional references.)

Name	Address	Phone #	Relationship/Occupation	Years Known

APPLICANT ACKNOWLEDGEMENT AND AUTHORIZATION

PLEASE READ CAREFULLY BEFORE SIGNING I hereby certify that all of the information provided by me in this application (or any other accompanying or required documents) is correct, accurate and complete to the best of my knowledge. I understand that the falsification, misrepresentation or omission of any facts in said documents will be cause for denial of employment or immediate termination of employment regardless of the timing or circumstances of discovery.

I understand that submission of an application does not guarantee employment. I further understand that, should an offer of employment be extended by NHVT Computer Services, LLC that such employment with NHVT Computer Services, LLC is at will, for no specified duration and may be terminated by NHVT Computer Services, LLC at any time, with or without cause or notice. I understand that none of the documents, policies, procedures, actions, statements of NHVT Computer Services, LLC or its representatives used during the employment process is deemed a contract of employment real or implied. I understand that no representative of NHVT Computer Services, LLC except the Human Resources Department has the authority to enter into any agreement guaranteeing any conditions of employment or any agreement contrary to the foregoing statements and that any such agreements must be made in writing and signed by the Human Resources Department of NHVT Computer Services, LLC.

In consideration for employment with NHVT Computer Services, LLC, if employed, I agree to conform to the rules, regulations, policies and procedures of NHVT Computer Services, LLC at all times and understand that such obedience is a condition of employment. I understand that due to the nature of NHVT Computer Services, LLC's business, attendance and punctuality are considered essential requirements of every job at NHVT Computer Services, LLC and that poor attendance or tardiness will result in disciplinary action.

I understand that if offered a position with NHVT Computer Services, LLC, I may be required to submit to a pre-employment medical examination, drug screening and/or background check as a condition of employment. I understand that unsatisfactory result from, refusal to cooperate with, or any attempt to affect the results of these pre-employment tests and checks will result in withdrawal of any employment offer or termination of employment if already employed.

I hereby authorize any and all schools, former employers, references, courts and any others who have information about me to provide such information to NHVT Computer Services, LLC and/or any of its representatives, agents or vendors and I release all parties involved from any and all liability for any and all damage that may result from providing such information. I understand that this application is considered current for three months. If I wish to be considered for employment after this period I must fill out and submit a new application.

BY SIGNING BELOW I ACKNOWLEDGE THAT I HAVE READ, UNDERSTOOD AND AGREE TO THE ABOVE STATEMENTS.

Signature

Date

NHVT COMPUTER SERVICES, LLC IS PROUD TO BE AN EQUAL OPPORTUNITY EMPLOYER. ALL QUALIFIED APPLICANTS WILL RECEIVE CONSIDERATION WITHOUT REGARD TO RACE, COLOR, RELIGION, GENDER, NATIONAL ORIGIN, AGE, DISABILITY, VETERAN STATUS OR ANY OTHER STATUS PROTECTED BY LAW.