

Employment Application

Nishna Productions, Inc.
P.O. Box 70
Shenandoah, Iowa 51601
(712) 246-1242

DRUG TESTING NOTICE!

TO ALL APPLICANTS FOR EMPLOYMENT

As part of its selection and hiring process, this agency engages in drug testing of all otherwise qualified applicants for employment. These test are highly sophisticated and capable of detecting trace amounts of various drugs for up to sixty (60) days following use. If you have used drugs in the last sixty (60) days, please do not waste our time and yours by applying for work with this agency.

Test results, which indicate the presence of drugs in your body, will bar further hiring consideration.

Nishna Productions, Inc.
902 Day Street - P.O. Box 70
Shenandoah, IA 51601

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or handicap, or any other legally protected status.

PLEASE READ THE APPLICATION CAREFULLY BEFORE YOU BEGIN! PLEASE PRINT!

Position(s) Applied For: _____ Date of Application: _____

Applicant's Last Name _____ First Name _____ Middle Name _____

Telephone #: _____ Social Security # - Optional: _____

Applicant's Address(es) past three years. List current address first.

Address	City	State	Zip Code
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

How did you learn about us?

Advertisement _____ Employment Agency _____ Other _____

If you are under 18 years of age, can you provide proof of your eligibility to work? YES NO

Have you ever been employed with us before? If yes, give date: _____ YES NO

Are you currently employed? YES NO

May we contact your present employer? YES NO

DRIVER'S VIOLATION AND ACCIDENT RECORD

NAME: _____
(Please print full name)

Driver's License #: _____ State: _____ Exp. Date: _____

CERTIFICATION OF VIOLATIONS

I certify that the following is a true and complete list of traffic accidents and/or violations (other than parking violations) for which I have been convicted or forfeited bond or collateral during the past 36 months.

DATE OF CONVICTION	OFFENSE	LOCATION (CITY, STATE, HWY)	TYPE OF VEHICLE OPERATED
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

In the past 36 months, have you held a driver's license or permit from any other state? **YES NO**

If yes, please explain: _____

If no violations are listed above, I certify that I have not been convicted or forfeited bond or collateral on account of any accident or violation during the past 36 months. I hereby give permission to check with the authorities to get an actual copy of my Motor Vehicle Driving Record.

SIGNATURE _____ DATE _____

Are you related to:

Nishna Productions, Inc., employee **YES NO**

Nishna Productions, Inc., resident/client **YES NO**

Have you ever been known by any other name(s) which this facility will require to verify any of the information in this application? **YES NO**

If yes, give name(s) and identify related school, employer, etc.

Having received, read, and understood the job description for the job you are applying for,
- Are you capable of performing all of the essential job functions included in the job description? **YES NO**

On what date would you be available for work? _____

Are you able to work: _____ Full-time _____ Part-time _____ Shift Work _____ Temporary

Are you currently on "lay-off" status subject to recall? **YES NO**

Can you travel if a job requires it? **YES NO**

I understand that meeting all driver qualifications is a requirement of every job with this employer. **YES NO**

Do you have any experience operating 15 passenger or less vans? **YES NO**

If yes, please explain and describe vehicles _____

Do you have a current Commercial Drivers License (CDL)? **YES NO**

Does your CDL have the passenger vehicle endorsement? **YES NO**

Are you aware of all the D.O.T. bus driver requirements? **YES NO**

Effective January 1, 1996, Nishna Productions must comply with Federal Transit Authority regulations (653.41, 653.31) and will require that all applicants for employment in safety-sensitive positions or individuals being transferred into a safety-sensitive position, must have pre-employment drug and alcohol tests. Applicants may not be hired or assigned to the safety-sensitive functions unless they pass the tests. Prior to conducting these tests, each applicant shall be personally informed, as well as in writing of the testing requirements at the first interview.

EDUCATION

High School

Name and Location: _____

Years Completed: _____ Diploma/Degree: _____

Describe Course of Study: _____

Undergraduate College/University

Name and Location: _____

Years Completed: _____ Diploma/Degree: _____

Describe Course of Study: _____

Graduate/Professional

Name and Location: _____

Years Completed: _____ Diploma/Degree: _____

Describe Course of Study: _____

Describe any specialized training, apprenticeship, skills and extra-curricular activities that you received, developed or were involved with while attending any of the above schools:

Describe any honors you received during your education: _____

Describe any work with the developmentally disabled whether paid or volunteer: _____

Please list any licenses, certifications, or specialized training that are applicable to working with the developmentally disabled:

Please list any specialized training you have received related to Nishna Productions' function: _____

Please provide a written statement as to why you wish to become an employee of Nishna Productions, Inc.

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related military skills you have acquired and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, handicap or other protected status. Must cover at least the past ten years. Separate release forms, signed by applicant, are required for each former employer.

1. Employer _____
Address _____
Telephone # _____
Dates Employed _____ to _____
Job Title _____ Supervisor: _____
Work Performed _____
Hourly Rate/Salary (Starting/Final) _____
Reason for Leaving _____

2. Employer _____
Address _____
Telephone # _____
Dates Employed _____ to _____
Job Title _____ Supervisor: _____
Work Performed _____
Hourly Rate/Salary (Starting/Final) _____
Reason for Leaving _____

3. Employer _____
Address _____
Telephone # _____
Dates Employed _____ to _____
Job Title _____ Supervisor: _____
Work Performed _____
Hourly Rate/Salary (Starting/Final) _____
Reason for Leaving _____

4. Employer _____
Address _____
Telephone # _____
Dates Employed _____ to _____
Job Title _____ Supervisor: _____

NOTICE OF REQUIRED DRUG TESTING

Pursuant to the Drug-Free Workplace Act of 1988, Nishna Productions, Inc strives to provide a drug-free workplace that is free from the illegal manufacture, distribution, dispensation, possession, sale and use of illegal drugs, and the use, possession or distribution of alcohol. All applicants who are extended a Conditional Offer Of Employment, shall as part of their pre-employment physical, voluntarily submit to blood and/or urine testing for the presence of alcohol or illegal drugs. Refusal to submit to the required drug testing or any other component of the pre-employment physical examination will result in withdrawal of the employment offer. Applicants with a confirmed positive test result will be denied employment. Nishna Productions, Inc. will not discriminate against applicants for employment because of a past history of drug abuse. Therefore, individuals who have failed a pre-employment drug test may re-apply for employment for any subsequent openings for which they are qualified, after a period of no less than six (6) months. If they achieve the status of a successful candidate for a subsequent recruitment, they must present themselves as drug-free at that time.

"I certify that I have read all of the above notice and understand it's contents."

Signature: _____ Date: _____

I hereby declare the information provided by me in this Application for Employment is true, correct and complete to the best of my knowledge, as is all the supplemental information submitted in conjunction with this Application. I understand that if employed, any misstatement or omission of fact on this Application or any supplemental information may be considered cause for dismissal. I authorize investigation of all statements contained in this Application and accompanying resume, if any. I authorize you to obtain an investigative consumer report containing information obtained through personal interviews with my neighbors, friends, and acquaintances. This report, if obtained, may include characterizations of me or my conduct. I further authorize investigation by law enforcement and any or all state and federal administrative agencies, employers or any other appropriate firms or agencies in any State. I understand I have the right to make a written request within a reasonable period of time to receive additional, detailed information about the nature and scope of any such investigative report that is obtained. I understand that additional information may be obtained. I understand that additional information may be required of me. I certify that this application was completed by me, and that all entries on it are true and complete to the best of my knowledge.

In consideration of my employment, I agree to conform to the rules and regulations of Nishna Productions, Inc., and that **MY EMPLOYMENT AND COMPENSATION MAY BE TERMINATED, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE, AT ANY TIME, AT THE OPTION OF EITHER NISHNA PRODUCTIONS, INC. OR ME.**

Printed Name

Signature Date

Date Revised: 7-19-99, 4-18-02 , 12-3-03, 4-29-05