



excellence in brain, spine and pain care
neurosciencegroup

Neuroscience Group of Northeast Wisconsin, SC (herein referred to as “our organization”) is an equal employment opportunity employer. The Company does not discriminate on the basis of race, creed, color, age, sex, religion, national origin, disability, marital status, sexual orientation, pregnancy, ancestry, arrest record, conviction record, military service, use or nonuse of lawful products or any other status protected under federal, state, or local law.

INSTRUCTIONS

Our organization is committed to the full inclusion of all qualified individuals. As part of this commitment, our organization will ensure that persons with disabilities are provided reasonable accommodations. If you require reasonable accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct your inquiries to the Director of Human Resources at 920-721-1509 or email at careers@neurosciencegroup.com.

Our organization will accept applications during an active recruiting period only. Applications will not be accepted for positions for which there is no current opening.

You must complete and submit all sections on pages 2 through 5. Please type or print legibly in ink.

If you have a resume you wish to submit please feel free to reference your resume to substitute for the listing of your work history or anything else that may be duplicate information. List your complete work experience (which can include military and/or volunteer time) so we can determine you meet the minimum qualifications as listed on the job announcement.

To submit an application you may mail, email, drop off, or fax the application. Please see below for the appropriate contact information for the method you choose.

GENERAL PROCEDURES

Our organization will contact selected applicants to schedule phone interviews. After phone interviews, candidates will be notified if they have been selected for an onsite interview. All candidates who appear in person will be notified by phone or email as to the result of their interview.

For further information or assistance in completing your application contact:

Neuroscience Group of Northeast Wisconsin, SC
Director of Human Resources
1305 W. American Drive
Neenah, WI 54956
careers@neurosciencegroup.com

Employment Application

- Please print legibly; attach additional sheets to clarify as necessary.
- Help needed to complete application is available upon request.

Name: _____ <div style="display: flex; justify-content: space-between; width: 100%;"> Last First MI </div>					Date: _____
Address: _____					
Street		Apt. No.	City	State	Zip
Cell Phone: () ()			Alternate Phone (if applicable): () ()		
E-mail: _____			Check if under age 18 <input type="checkbox"/>		
Position Applying For: _____			Date Available: _____		
Legally Eligible to Work in U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No		Available: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary			
Previously Employed by Neuroscience Group? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, dates worked: _____					

Education and Formal Training

School	Name of School City, State	Course of Study	Check Last Year Completed	Graduated?	Diploma, Degree, or Certificate Received?
High School			1 2 3 4 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
College			1 2 3 4 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other (Specify)			1 2 3 4 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other education, skills, licenses, professional registrations, or qualifications:					

EMPLOYMENT HISTORY-THESECTIONS MUST BE ENTIRELY COMPLETED

Below, list ALL paid or unpaid work experience for the past 10 years, beginning with the most current or most recent job. Include military experience. Describe each job separately, emphasizing your specific duties and responsibilities including management, supervisory, or other leadership roles. Explain significant breaks in your work experience. If more space is required, attach additional sheets.

Employer:	Dates (mm/dd/yy): From: _____ To: _____
Address:	
Position Held:	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time
Reason for Separation:	
Duties/Responsibilities:	

Employer:	Dates (mm/dd/yy): From: _____ To: _____
Address:	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time
Position Held:	May we contact employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Reason for Separation:	
Duties/Responsibilities:	

EMPLOYMENT HISTORY – CONTINUED

Employer:	Dates (mm/dd/yy): From: _____ To: _____
Address:	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time
Position Held:	May we contact employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Reason for Separation:	
Duties/Responsibilities:	

(Use additional sheets for work history if necessary)

DRIVER’S LICENSE REQUIREMENTS *(only fill this section out if the position you are applying for requires travel)*

<p>Some positions may require travel to outlying clinics or satellite campuses.</p> <p>Do you have a valid driver’s license? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Candidates who are hired that are required to travel will be asked to show proof of a valid driver’s license and proof of insurance with specified coverage amounts.</p>

COMPUTER KNOWLEDGE

What programs within the Microsoft Office Suite are you familiar with (i.e. Word, Excel, PowerPoint, Outlook, Publisher, etc..)?	
Other, i.e., database, Epic, Meditech, Imaging Aps.	

REFERENCES

References will be requested after an onsite interview, but prior to a job offer. We process our reference checks through SkillSurvey. During this process you will be asked to supply 5 professional references that can speak to your work experiences. 2 of the 5 must be former or current supervisors. For recent graduates, teachers, professors, and instructors may qualify as manager references.

Do you now or have you ever had a relative working for Neuroscience Group? <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes," Relationship:
How did you learn of this position? <input type="checkbox"/> Indeed <input type="checkbox"/> Our Website <input type="checkbox"/> A Friend <input type="checkbox"/> LinkedIn <input type="checkbox"/> Other: _____ (please specify)
<input type="checkbox"/> NSG Employee: _____ (please print employees name here)

CERTIFICATION

- I certify that I have answered truthfully and have not knowingly withheld any information in my application or during any interview(s).
- I understand that any false information or misrepresentation will result in my being eliminated from further consideration and may result in my immediate discharge at any time during my employment.
- I understand that **Neuroscience Group of Northeast Wisconsin, SC**, is an at-will employer. This means that the company or I can terminate the employment relationship at any time, with or without cause.
- I understand that I do not have an agreement for employment for any specified period of time and that no company representative with whom I may have interviewed with has the authority to make such an agreement or any contrary agreement.
- I release **Neuroscience Group of Northeast Wisconsin, SC**, and any previous employers and supervisors from liability for any claims or injuries that may result from furnishing information to **Neuroscience Group of Northeast Wisconsin, SC**.
- I understand that pre-employment testing for various computer and administrative skills may be required as a condition of hire.
- I understand that I may be required to attend a pre-employment job-shadow as a condition of hire.
- I understand that **Neuroscience Group of Northeast Wisconsin, SC**, requires that I pass a post-offer drug test as a condition of employment.
- In the event I am hired, I agree to abide by **Neuroscience Group of Northeast Wisconsin, SC**, operating guidelines, rules, policies, and procedures.

Signature:	Date:
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