



APPLICATION FOR EMPLOYMENT

INSTRUCTIONS

The Neuroscience Group of Northeast Wisconsin, SC, will accept applications during an active recruiting period. 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 6. Please type or print legibly in ink.

Please do not submit other items to substitute for, or in addition to, the information we require. For example, please do not say “see resume” to substitute for the listing of your work history. List your complete work experience including military and/or volunteer time so we can determine you meet the minimum qualifications as listed on the job announcement.

You may print, sign, and scan the completed application and e-mail it to the address listed below. You may also mail, fax, or deliver the completed application to the address listed below. If selected for an interview, you must sign your application prior to the interview.

GENERAL PROCEDURES

Neuroscience Group of Northeast Wisconsin, SC will contact selected applicants to schedule interviews.

After interviews, the successful candidate will be notified by letter.

For further information, assistance in completing your application, or to mail or drop off a completed application, contact

Neuroscience Group of Northeast Wisconsin, SC

Manager of Human Resources

1305 W. American Drive

Neenah, WI 54956

careers@neurosciencegroup.com

Fax: 920-729-1334

Website: www.neurosciencegroup.com

Hours: 8:00 a.m. to 5:00 p.m., Monday-Thursday and 3:30 p.m. Friday

EMPLOYMENT HISTORY-THIS SECTION MUST BE ENTIRELY COMPLETED

Below, list ALL paid or unpaid work experience for the past 15 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:	<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:	
Supervisor's Name:	Telephone Number: ()
Starting Pay: \$ <input type="checkbox"/> Hourly <input type="checkbox"/> Annually	Ending Pay: \$ <input type="checkbox"/> Hourly <input type="checkbox"/> Annually
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:	
Supervisor's Name:	Telephone Number: ()
Starting Pay: \$ <input type="checkbox"/> Hourly <input type="checkbox"/> Annually	Ending Pay: \$ <input type="checkbox"/> Hourly <input type="checkbox"/> Annually
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:	
Supervisor's Name:	Telephone Number: () _____
Starting Pay: \$ <input type="checkbox"/> Hourly <input type="checkbox"/> Annually	Ending Pay: \$ <input type="checkbox"/> Hourly <input type="checkbox"/> Annually
Duties/Responsibilities:	

(Use additional sheets for work history if necessary)

DRIVER'S LICENSE REQUIREMENTS

Most positions require a valid driver's license. If you currently have a valid driver's license (from any state), please fill in the blanks below.

Driver's License Number:	State of Issue:	Expiration Date:
Has your driver's license ever been suspended or revoked for any reason? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please explain when, where, and why:	

CONVICTIONS/CRIMINAL HISTORY/BACKGROUND CHECKS

Have you ever been convicted of any violation of the law, including minor traffic violations? (A DWI/DUI must be listed.) <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes", Please explain below. (Disclosing information about convictions will not result in automatic disqualification for consideration for employment.)

COMPUTER KNOWLEDGE

	Software (be specific):	Hardware (i.e., IBM, MAC)
Word Processing:		
Spreadsheets:		
Other, i.e., database, Epic, Meditech, Imaging Aps.		

REFERENCES

List three references (other than relatives) that have knowledge of your work experience and abilities:

Name:	Phone ()
Name:	Phone ()
Name:	Phone ()

Do you now or have you ever had a relative working for Neuroscience Group?

Yes No If "Yes," Relationship:

How did you learn of this position? Newspaper Advertisement Career Builder Our Website

A Friend NSG Employee Other: _____
(please specify)

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 authorize confirmation of all statements on this application for employment as may be necessary in arriving at the employment decision.
- 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 a negative drug test result as a condition of hire.
- In consideration of my employment, I agree to abide by **Neuroscience Group of Northeast Wisconsin, SC**, operating guidelines, rules, policies, and procedures.

Signature:	Date:
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AN EQUAL OPPORTUNITY EMPLOYER

VOLUNTARY AFFIRMATIVE ACTION DATA SHEET

We ask that all applicants fill out this form, but it is not required to obtain employment. This information is used to comply with Federal, State, and local fair employment practice laws. This information will be maintained separately, in a confidential file, from the application form. All qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, sex, age, disability, veteran status, marital status, pregnancy, or parenthood.

Name: _____
Last
First
MI

Today's Date: _____

Job Title: _____

Date of Birth:		
Gender:	<input type="checkbox"/> Male	<input type="checkbox"/> Female
Disabled:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Race:	<input type="checkbox"/> White (W) <input type="checkbox"/> African American (Black) (B) <input type="checkbox"/> Alaska Native/American Indian (N) <input type="checkbox"/> Asian/Pacific Islander (A) <input type="checkbox"/> Hispanic (H) <input type="checkbox"/> Other (O)	
Veteran Status:	<input type="checkbox"/> Disabled (30% or more) (DV)	
	<input type="checkbox"/> Vietnam-era (at least six months' service between 8/5/65 and 5/7/75 (VEV)	
	<input type="checkbox"/> Veteran (VET)	