



www.holmansnv.com

Employment Application

Please print and complete all sections of this application

As part of the application process, Holman's of Nevada and NationsCheck Inc. may conduct background checks on applicants.

EQUAL OPPORTUNITY EMPLOYER. It is our policy to abide by all federal and state laws prohibiting employment discrimination solely on the basis of a person's race, color, creed, national origin, religion, age (over 40), sex, marital status, physical or mental disability, except where a reasonable, bona fide occupational qualification exists.

— PLEASE TYPE OR PRINT IN INK —				Today's Date	
Last Name		First Name		Middle Name	
Location					
Address				Social Security Number	
City		State		Zip Code	
Please leave blank		Please leave blank		Please leave blank	
Daytime Telephone ()		Home Telephone ()		Emergency Contact ()	
Position for which you are applying					
Date available for work:			Willing to work overtime? <input type="checkbox"/> Yes <input type="checkbox"/> No		Pay expected:
Do you understand the requirements of the position you are applying for: <input type="checkbox"/> Yes <input type="checkbox"/> No			Can you perform the physical requirements with or without reasonable accommodation: <input type="checkbox"/> Yes <input type="checkbox"/> No		Describe any accommodations needed:
Only those U.S. Citizens or Aliens who have a legal right to work in the United States are eligible for employment. Can you, upon employment, provide documentation verifying your legal right to work in the United States and your identity. <input type="checkbox"/> Yes <input type="checkbox"/> No					

EDUCATION & TRAINING

	SCHOOL NAME	ADDRESS CITY AND STATE	YEAR OF DEGREE/DIPLOMA MAJOR COURSE OF STUDY	DEGREE RECEIVED?
High School/GED				<input type="checkbox"/> Yes <input type="checkbox"/> No
College				<input type="checkbox"/> Yes <input type="checkbox"/> No
Graduate School				<input type="checkbox"/> Yes <input type="checkbox"/> No
Trade School				<input type="checkbox"/> Yes <input type="checkbox"/> No
Other				

List any other education, certifications or trade skills that you have which relate to this job.

CDL License	License number and Endorsements	Issuing Agency	State Issued	Expiration Date
Driver License	License Number	Restrictions	State Issued	Expiration Date
Professional License/Certification #	Professional License/Certification Type	Issuing Agency	State Issued	Expiration Date

List all traffic violations in the past 7 years (attach additional pages if necessary)

Military Experience? Yes No If Yes, what branch? _____ Rank at separation _____ Date _____



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MOST RECENT JOB HELD	Name of Employer		Type of Business		
	Address		City	State Zip Code	
	Dates Employed (from-to)		Title		
	Name and Title of Supervisor		Telephone Number ()		
	May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No		Type of Employment <input type="checkbox"/> Part Time <input type="checkbox"/> Full Time		
	Brief Description of Duties				
	Reason for Leaving		Last Salary \$		

PREVIOUS EMPLOYMENT 1	Name of Employer		Type of Business		
	Address		City	State Zip Code	
	Dates Employed (from-to)		Title		
	Name and Title of Supervisor		Telephone Number ()		
	May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No		Type of Employment <input type="checkbox"/> Part Time <input type="checkbox"/> Full Time		
	Brief Description of Duties				
	Reason for Leaving		Last Salary \$		

PREVIOUS EMPLOYMENT 2	Name of Employer		Type of Business		
	Address		City	State Zip Code	
	Dates Employed (from-to)		Title		
	Name and Title of Supervisor		Telephone Number ()		
	May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No		Type of Employment <input type="checkbox"/> Part Time <input type="checkbox"/> Full Time		
	Brief Description of Duties				
	Reason for Leaving		Last Salary \$		

PERSONAL REFERENCES

(List three individuals, in addition to listed employment references, known to you for at least three years.)

NAME	ADDRESS / OCCUPATION / ASSOCIATION	TELEPHONE
1.		()
2.		()
3.		()



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NAME INFORMATION

Please include any other names you may have used in your past, including all aliases, maiden name and married names.

CRIMINAL RECORD INFORMATION

All Applicants: Exclude any records expunged, annulled, sealed, or discharged under first-offender law.

During the past seven years, have you ever been convicted of, plead guilty to, or received probation, deferred adjudication, or any other type of alternative method of supervision or correction for a misdemeanor, having a penalty of imprisonment or a fine of more than \$500, (Answering Yes is not an automatic bar to employment but will be considered in relation to specific job requirements.)

Yes No

If Yes, explain: _____

Have you been convicted of a felony? , (Answering Yes is not an automatic bar to employment but will be considered in relation to specific job requirements.)

Yes No

If yes, describe: _____

PREVIOUS ADDRESS (Please list all residences for the past 5 years)

ADDRESS	CITY/STATE/ZIP CODE	DATES FROM / TO
1.		to
2.		to
3.		to
4.		to

AGREEMENT (Please read the following statement carefully)

I hereby affirm that the information provided on this application (and accompanying resume, if any) is true and complete to be the best of my knowledge. I also agree that falsified information or significant omissions may disqualify me from further consideration for employment and may be considered justification for dismissal if discovered at a later date.

I authorize all persons listed above (and on the accompanying resume, if any) to Holman's of Nevada and NationsCheck Inc. any and all information concerning my previous employment and education and any pertinent information they may have, personal or otherwise, and release all parties, such persons and Holman's of Nevada and NationsCheck Inc., from liability for any damage that may result from furnishing same to Holman's of Nevada and NationsCheck Inc.

I understand that Holman's of Nevada and NationsCheck Inc. may obtain a consumer and/or investigative consumer report for employment purposes that may include information as to my character, general reputation, personal characteristics, and mode of living, work experience and performance, along with reasons for termination of past employment. The report may also contain a records check of driving, criminal, credit, education, degrees, professional licenses and/or certification records depending on the position. By signing this application, I authorize the procurement of a consumer and/or investigative consumer report by Holman's of Nevada and NationsCheck Inc. as part of the pre-employment background investigation, and if hired, at any time during my employment. I further release Holman's of Nevada and NationsCheck Inc. from all liability in connection with any consumer report performed.



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I understand and agree that I may be required to take a drug and alcohol screening test. I hereby give my voluntary consent for a blood and/or urine sample to be collected from me and submitted for testing. I also consent to the release of the test result Holman's of Nevada and NationsCheck Inc. for its use. I understand that any positive drug or alcohol result may preclude my employment.

I agree to submit to alcohol and/or drug screening tests, if requested of me, at any time prior to (only drug screens will be administered pre-employment), or during my employment in accordance with applicable law, and I further understand and consent to the results of said tests being communicated to **Holman's of Nevada and NationsCheck Inc.** I further understand that no one, other than the President of Holman's of Nevada in writing has the authority to enter into an employment agreement with me that differs from that which is outlined here, and that if I should become employed by Holman's of Nevada that employment relationship is "at will" and can be terminated by either party without cause

Signature	Date
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Skills Assessment

Skills for using a computer to produce business reports, presentations, letters, memos, and other office communications.

General Skills	<i>Evaluate your skill level to identify areas you can work on.</i>			
	<i>Power User</i>	<i>Highly Skilled</i>	<i>Adequate</i>	<i>Marginal</i>
<i>File Management</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Internet</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>MS OS Navigation XP</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Applications				
<i>Word Processing</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Spreadsheets</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Email</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Presentations</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Technical				
<i>Microsoft XP</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Microsoft 2000</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Windows 2000 Server</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Windows 2003 Server</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Microsoft Exchange</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Printer & File Sharing</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>MYSQL</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Apache Server</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Novell Server</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Linux Server</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Cisco Router Management</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Switch Management</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Wireless Networks</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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