

# Application for Employment

A7940-LP 03/03

*It is the policy of this facility to provide equal opportunity to persons regardless of race, religion, age, gender, disability, national origin, color, or any other classification in accordance with federal, state and local statutes, regulations and ordinances.*

Date _____	This application to be active for a period of _____ days only.
Applicant Name (Please Give Complete Name)	Are You At Least 18 Years Old? <input type="checkbox"/> Yes <input type="checkbox"/> No
Present Address (Include City, State, Zip Code)	Social Security No. _____ Home Phone _____

Previous Address (If at Present Address Less Than 12 Months)	E-mail Address _____
--	----------------------

Current Open Position(s) for Which You Are Applying	Type of Position	Shift
1) _____ 2) _____ 3) _____	<input type="checkbox"/> Per Diem <input type="checkbox"/> Pool <input type="checkbox"/> Full Time <input type="checkbox"/> PRN <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary	<input type="checkbox"/> Day <input type="checkbox"/> Weekend <input type="checkbox"/> Evening <input type="checkbox"/> Rotation

Salary Requirement	Are You Willing to Travel? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are You Willing to Relocate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Do you have adequate means of transportation to get to work on time each day and when called in on short notice during normal working hours? <input type="checkbox"/> Yes <input type="checkbox"/> No
If overtime work is required periodically, does this pose a problem for you? <input type="checkbox"/> Yes <input type="checkbox"/> No	Date Available For Work _____	Are You Legally Authorized to Work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you ever worked at this facility <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, what facility? _____	Are you related to another facility employee? <input type="checkbox"/> Yes <input type="checkbox"/> No

How did you learn about this position?  <input type="checkbox"/> State Employment Commission <input type="checkbox"/> Agency <input type="checkbox"/> Ad <input type="checkbox"/> Job Listing <input type="checkbox"/> School <input type="checkbox"/> Current Employee <input type="checkbox"/> Job Line <input type="checkbox"/> Other: _____ <input type="checkbox"/> Internet	Are you able to perform the essential, job related functions of the position for which you are applying with or without accommodations? <input type="checkbox"/> Yes <input type="checkbox"/> No  Have you been convicted of a crime and/or released from confinement following a conviction for any criminal offense? <input type="checkbox"/> Yes <input type="checkbox"/> No Arrest or charges that have been expunged need not be disclosed. If yes, give date, place and nature of each such conviction. _____  Are you currently excluded from participation in any federally funded healthcare program - including Medicare and Medicaid - and are you aware of any potential exclusion from a federally funded health program? <input type="checkbox"/> Yes <input type="checkbox"/> No
---	---

### Educational History

Type of School	Name of School City, State	Check Last Year Attended in School	Degree or Certificate
High School/ GED		<input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 Graduated/GED? <input type="checkbox"/> Yes <input type="checkbox"/> No	
College		<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 Graduated? <input type="checkbox"/> Yes <input type="checkbox"/> No	
College		<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 Graduated? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Graduate School		<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 Graduated? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Other		From (Year) _____ To (Year) _____	
Other		From (Year) _____ To (Year) _____	

List any professional licenses, registration or certification you possess (Include Drivers License, if applicable) <table style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 15%;">Type</th> <th style="width: 15%;">State Issued</th> <th style="width: 15%;">Expiration Date</th> <th style="width: 15%;">Number</th> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> </table>	Type	State Issued	Expiration Date	Number	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	Clerical or other skills applicable to the position for which you are applying <input type="checkbox"/> Typing (_____ wpm) <input type="checkbox"/> PBX <input type="checkbox"/> Proficient in Software: _____ <input type="checkbox"/> Business machines and/or equipment you can operate: _____ <input type="checkbox"/> Other: _____
Type	State Issued	Expiration Date	Number														
_____	_____	_____	_____														
_____	_____	_____	_____														
_____	_____	_____	_____														

# Application for Employment

A7940-LP 7/02

**Employment History** Please provide a minimum of the most recent 10 years employment history including any period of unemployment. Attach additional pages if needed.

<b>Current or Most Recent</b>	Mo	From	Yr	Mo	To	Yr	Company	Phone No. (    )	Immediate Supervisor	
	Salary \$		Address					May we contact them? <input type="checkbox"/> Yes <input type="checkbox"/> No		Name while employed
	Job Title						Other reference with this employer			Reason for leaving
	Nature of Duties									
<b>1st Previous</b>	Mo	From	Yr	Mo	To	Yr	Company	Phone No. (    )	Immediate Supervisor	
	Salary \$		Address					Name while employed		
	Job Title						Reason for leaving			
	Nature of Duties									
<b>2nd Previous</b>	Mo	From	Yr	Mo	To	Yr	Company	Phone No. (    )	Immediate Supervisor	
	Salary \$		Address					Name while employed		
	Job Title						Reason for leaving			
	Nature of Duties									
<b>3rd Previous</b>	Mo	From	Yr	Mo	To	Yr	Company	Phone No. (    )	Immediate Supervisor	
	Salary \$		Address					Name while employed		
	Job Title						Reason for leaving			
	Nature of Duties									

**Professional References (Other than Relatives)** Give two references who have good knowledge of your work.

Name	Position	Address (Include City/State)	Phone - Work/Home	Number of Years Known
1.				
2.				

<p><b>Please Review and Sign Where Indicated.</b></p> <p>In making application for employment:</p> <ul style="list-style-type: none"> <li>I certified that the information in this application is true and complete for all practical purposes. It may be verified by the facility or any affiliate. Should a position be offered and later it is found that the information is significantly untrue, incomplete, or misrepresented, I understand and agree that the facility or its affiliates are relieved of all commitments, financial or otherwise pertinent to employment, and that I am subject to immediate discharge without recourse.</li> <li>I understand that an investigative report may be made by a consumer reporting agency to include information as to my character, general reputation, personal characteristics, and mode of living, whichever may be applicable. If such an investigative report is made, I understand that I will receive notice that such report has been requested, and that I will have the right to make a written request for a complete and accurate disclosure of additional information concerning the nature and scope of the investigation.</li> </ul>	<ul style="list-style-type: none"> <li><b>I UNDERSTAND AND AGREE THAT ANY EMPLOYEE HANDBOOK WHICH I MAY RECEIVE WILL NOT CONSTITUTE AN EMPLOYMENT CONTRACT, BUT WILL BE MERELY A GRATUITOUS STATEMENT OF FACILITY POLICIES.</b></li> <li>I understand that the facility reserves the right to require its employees to submit to blood tests or urinalyses for alcohol or drug screens, or to allow inspection of bags (including purses or briefcases) or parcels brought into or taken out of the facility. I understand that refusal to submit to a urinalysis, blood test or search, when requested to do so, may result in termination of my employment.</li> <li>Compliance with this facility's Substance Abuse Policy is a condition of employment. This hospital requires that every newly hired employee be free of alcohol or drug abuse. Each offer of employment is contingent upon successfully completing a urinalysis test/screen for alcohol and drugs in accordance with hospital policy. Continued employment is also contingent upon compliance with the hospital's Alcohol and Drug Abuse Policy.</li> </ul>	<ul style="list-style-type: none"> <li>I agree to immediately disclose to the Company any debarment suspension, exclusion or other event that makes me ineligible to participate in any Federal health care program, or receive a government contract.</li> <li><b>I UNDERSTAND AND AGREE THAT IF I AM OFFERED EMPLOYMENT BY THE FACILITY, MY EMPLOYMENT WILL BE FOR NO DEFINITE TERM AND THAT EITHER I, OR THE FACILITY WILL HAVE THE RIGHT TO TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE. I ALSO UNDERSTAND THAT THIS STATUS CAN ONLY BE ALTERED BY A WRITTEN CONTRACT OF EMPLOYMENT WHICH IS SPECIFIC AS TO ALL MATERIAL TERMS AND IS SIGNED BY ME AND THE ADMINISTRATOR OF THE FACILITY.</b></li> </ul> <p><b>Release:</b> I hereby authorize any prior employers to provide such information concerning my employment with them as may be requested, and also authorize the Registrar/Placement Office of all educational institutions attended to release an official copy of my transcript and, if available, faculty appraisals. I also authorize any appropriate licensing board to release full information concerning my licensure status and my licensure history.</p>
--	---	--

<p><b>I have read and understand these conditions of employment.</b> </p>	<p>Applicant Signature _____</p> <p style="text-align: right;">Date Prepared _____</p>
---	--

<b>Office Use Only</b>	<input type="checkbox"/> Referred to Department _____ <input type="checkbox"/> Recommended Employment _____ Date _____	<input type="checkbox"/> Not Qualified for Opening <input type="checkbox"/> References Checked Hold for Future Opening _____ By _____
------------------------	--	--