

# Employment Application

NAME \_\_\_\_\_  
POSITION DESIRED \_\_\_\_\_  
DATE \_\_\_\_\_  
INDEX # \_\_\_\_\_

For Office Use Only

We do not discriminate against persons in our employment practices because of race, color, sex, religion, age, national origin, or disability. We support all federal and state legislation regarding the absence of discrimination.

Name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
First Middle Last Area Number

Present Address \_\_\_\_\_  
Street City State Zip

List any other name(s) by which you have been known by previous employer(s) or educational institution(s): \_\_\_\_\_

Social Security Number \_\_\_\_\_ Are you 18 or over?  Yes  No

*For applicants applying for a position which involves driving* Do you have a valid driver's license?  Yes  No License Number \_\_\_\_\_  
 In what state? \_\_\_\_\_

Do you have proof of Auto Insurance Coverage? Yes  No

Have you ever been excluded from providing patient care to those receiving Medicare or other federally funded health care programs? Yes  No  If yes, please explain \_\_\_\_\_

Do you have a record of founded child or dependent adult abuse? Yes  No  if Yes please explain \_\_\_\_\_

Have you ever been convicted of a crime in this state or any other state? Yes  No  if Yes please explain \_\_\_\_\_

**JOB INTERESTS**

Position desired \_\_\_\_\_ Date available \_\_\_\_\_

Alternate choice \_\_\_\_\_ Full-time  Part-time  Contingent  Temp

If part-time, how many hours per week? \_\_\_\_\_ Summer

Please circle the days you are willing to work S M T W T F S

What shifts can you work? Days  Evenings  Nights  Holidays

What is your expected starting salary? \_\_\_\_\_

Have you ever been employed by this organization before? Yes  No  If yes, when? \_\_\_\_\_

List the name and relationship of any relative currently employed by this organization \_\_\_\_\_

How did you hear about the position?  Employment Agency  Job Posting  Job Line  Job Fair  
 Friend  Walk-in  Internet  Other  
 \_\_\_\_\_ Advertisement (Please list publication)

Can you, if hired, submit verification of your legal right to work in the U.S.? Yes  No  If hired, you will be required to submit documents sufficient to establish employment authorization and identity in compliance with the Immigration Reform and Control Act of 1986.

**EDUCATIONAL RECORD**

School	Name and Address Of School	Course of Study	(Optional) Years Attended From To	Circle Last Year Completed	Did You Graduate?	Degree/ Diploma
Post High School (i.e. College, School of Nursing, Vocational, Technical School, Graduate level)				1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
				1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
				1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
				1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
High School				9 10 11 12	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Academic honors or special recognition \_\_\_\_\_

Have you ever served as a volunteer? Yes  No  If yes, please explain where and when you volunteered, what skills you used and what jobs you performed \_\_\_\_\_

Are you presently employed? Yes \_\_\_\_\_ No \_\_\_\_\_

1. Present or most recent Employer	NAME OF EMPLOYER		ADDRESS		TELEPHONE NUMBER  (    )    -	
			Street			
			City	State		
	YOUR POSITION		LAST SUPERVISOR	STARTING SALARY	FINAL SALARY	
	Employment Dates	DESCRIPTION OF WORK PERFORMED				
	From _____ Mo.    Yr.					
	To _____ Mo.    Yr.	REASON FOR LEAVING				
MAY WE CONTACT THIS EMPLOYER? _____ Yes _____ No						
2. Next Previous Employer	NAME OF EMPLOYER		ADDRESS		TELEPHONE NUMBER  (    )    -	
			Street			
			City	State		
	YOUR POSITION		LAST SUPERVISOR	STARTING SALARY	FINAL SALARY	
	Employment Dates	DESCRIPTION OF WORK PERFORMED				
	From _____ Mo.    Yr.					
	To _____ Mo.    Yr.	REASON FOR LEAVING				
MAY WE CONTACT THIS EMPLOYER? _____ Yes _____ No						
3. Next Previous Employer	NAME OF EMPLOYER		ADDRESS		TELEPHONE NUMBER  (    )    -	
			Street			
			City	State		
	YOUR POSITION		LAST SUPERVISOR	STARTING SALARY	FINAL SALARY	
	Employment Dates	DESCRIPTION OF WORK PERFORMED				
	From _____ Mo.    Yr.					
	To _____ Mo.    Yr.	REASON FOR LEAVING				
MAY WE CONTACT THIS EMPLOYER? _____ Yes _____ No						
4. Next Previous Employer	NAME OF EMPLOYER		ADDRESS		TELEPHONE NUMBER  (    )    -	
			Street			
			City	State		
	YOUR POSITION		LAST SUPERVISOR	STARTING SALARY	FINAL SALARY	
	Employment Dates	DESCRIPTION OF WORK PERFORMED				
	From _____ Mo.    Yr.					
	To _____ Mo.    Yr.	REASON FOR LEAVING				
MAY WE CONTACT THIS EMPLOYER? _____ Yes _____ No						

**ADDITIONAL INFORMATION**

If applicable, list all professional licensure information:

Profession \_\_\_\_\_ State Issued \_\_\_\_\_ Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Profession \_\_\_\_\_ State Issued \_\_\_\_\_ Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

If applicable, list all professional registration/certification information:

Organization/Profession \_\_\_\_\_ Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Organization/Profession \_\_\_\_\_ Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

If applicable, please list any other professional credentials that you feel would relate to the position(s) for which you are applying

(i.e. ACLS, BCLS, CPR): \_\_\_\_\_

Please list any technical skills or knowledge you possess which are related to the position(s) for which you are applying (i.e., equipment, software, medical terminology): \_\_\_\_\_

If applicable, present level of typing \_\_\_\_\_ w.p.m.

Please state any additional information you believe would be important in considering your application. \_\_\_\_\_

**REFERENCES**

Give Name(s) of person(s) we may contact to verify your qualifications for the position		
Name	Occupation	Organization
Relationship	Telephone Number	Address
Name	Occupation	Organization
Relationship	Telephone Number	Address
Name	Occupation	Organization
Relationship	Telephone Number	Address

**PLEASE READ AND SIGN**

To the best of my knowledge, all of the information I have submitted on this application is true and complete. I understand that any omission or falsification of information will be sufficient cause for disqualification from further consideration for employment or for dismissal.

I voluntarily give this organization the right to make a thorough investigation of my personal or past employment history and education, agree to cooperate in such investigation, and authorize any former employer, person, firm, or corporation to give this organization any information they may have regarding me. In consideration of this organization's review of this application, I release this organization and all providers of information from any liability as a result of furnishing and receiving this information. I understand that any offers of employment are contingent on successful completion of the post-offer exam and background checks.

I understand employment at this organization is "at will," which means employment may be terminated by the employee or by this organization at any time, with or without cause. I further understand employee benefits, terms and conditions of employment and the policies, procedures and work rules of the organization may be determined, changed and modified from time to time by this organization without limitation or agreement. I also understand any employment handbooks or manuals that may be distributed to me by this organization shall not be construed as a contract.

I hereby agree that if I become employed by this organization I consent to the release of all my future educational records involving classes, coursework, seminars and all other educational programs in which I am enrolled or attend and for which a portion or all of the enrollment fee or tuition will be paid by this organization to an accredited higher education institution. This consent will be effective on my date of employment and until I specifically revoke it in a signed and dated writing delivered to the higher education institution.

Date \_\_\_\_\_ Applicant's Signature \_\_\_\_\_

**FOR COMPLETION BY MANAGEMENT STAFF MEMBER**

Job Title \_\_\_\_\_  
Department \_\_\_\_\_  
Effective Date \_\_\_\_\_  
Pre-employment physical date \_\_\_\_\_  
\_\_\_\_\_   
General Orientation date \_\_\_\_\_  
Signature \_\_\_\_\_

Full-time \_\_\_\_\_ Part-time \_\_\_\_\_  
Temporary \_\_\_\_\_ Contingent \_\_\_\_\_ Temp. Service \_\_\_\_\_  
Work hours: \_\_\_\_\_  
Total Hours/pay period \_\_\_\_\_  
Rate of Pay \_\_\_\_\_  
Pay Configuration:  
Exempt \_\_\_\_\_ Non-exempt \_\_\_\_\_  
Over-time 8/80 \_\_\_\_\_ 7/40 \_\_\_\_\_

Today's Date \_\_\_\_\_

Name on Name Badge should read as follows:

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If applicable, additional position to be held by employee

Job Title \_\_\_\_\_  
Department \_\_\_\_\_  
Rate of Pay \_\_\_\_\_  
Signature \_\_\_\_\_

Full-time \_\_\_\_\_ Part-time \_\_\_\_\_  
Temporary \_\_\_\_\_ Contingent \_\_\_\_\_  
Work hours: \_\_\_\_\_  
Total Hours/pay period \_\_\_\_\_  
Effective Date \_\_\_\_\_  
Today's Date \_\_\_\_\_

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