

APPLICATION FOR EMPLOYMENT

If you require assistance with completing this application or the testing process, please notify the Human Resources Department.

PERSONAL INFORMATION

NAME _____ DATE _____
Last First Middle Initial

Please indicate any other names you have had or used. _____

ADDRESS _____
Number Street City State Zip Code

HOME TELEPHONE NO. () _____ OTHER TELEPHONE NO.() _____

E-MAIL ADDRESS _____

SOCIAL SECURITY NO. _____

Are you over 18 years of age? Yes No Are you legally authorized to work in the United States? Yes No

Alien Status _____ Verification/Work Permit # _____

EMPLOYMENT DESIRED

POSITION(S) APPLIED FOR: 1. _____ 2. _____

STATUS DESIRED: Full-Time Part-Time Temporary Until _____

Date Available for Work: _____

Is there any circumstance which would keep or hinder you from performing any duty of the position or working any assigned shift? Yes No If yes, please explain _____

DAYS AVAILABLE FOR FULL- OR PART-TIME WORK:

Available all days of the week Sun. Mon. Tues. Wed. Thurs. Fri. Sat.

AVAILABLE FOR ANY SHIFT? Yes No

SHIFT(S) PREFERRED: First (Days) Second (Afternoons) Third (Nights) Any

HAVE YOU EVER BEEN EMPLOYED BY THIS ORGANIZATION? Yes No

Please list the dates: _____

LIST THE NAMES OF RELATIVES EMPLOYED IN THE ORGANIZATION: _____

We offer equal opportunity employment to all individuals and do not discriminate on the basis of race, color, religion, national origin, sex, marital status, age, handicap, disability, height or weight, unless required to do so by law or bona fide occupational qualification. It is the policy of the employer to provide any reasonable accommodations required by law. The questions on this application form are intended to be non-discriminatory in nature, and applicants are not required to submit any information which could be used for discriminatory purposes.

BACKGROUND INFORMATION

Dates of U.S. Military or Naval Service _____ Rank upon discharge _____

Are you presently in the military (active or reserve)? Yes No If yes, what is your present rank or status? _____

Have you ever been convicted of any crimes of any type which resulted in any penalty, including fines, payment of costs, incarceration, diversion, advisement, or some other resolution? Yes No If yes, please explain _____

Are there any felony charges pending against you? Yes No If yes, please explain _____

You will not be refused employment solely because of a conviction of a crime. Rather, the organization's decision will be determined on whether the conviction relates in some way to the position applied for.

EDUCATION AND TRAINING

SCHOOL LEVEL	SCHOOL NAME	ADDRESS, CITY, STATE	No. of Years Completed	Type of Diploma, Certificate, or Degree Received
High School				
College				
College				
Graduate School				
Nursing/Other School				

Please list any work training programs, seminars, extra curricular activities, or any other educational experiences relevant to the position(s) applied for: _____

Currently taking course(s) Yes No If yes, what is your area of study? _____

School _____ Degree Sought _____ Schedule _____

Other relevant education and training information: _____

PROFESSIONAL SKILLS AND LICENSURE

Typing _____ WPM List: office skills, computer/software skills, and hospital or industrial equipment skilled to operate:
Shorthand _____ WPM _____

PROFESSIONAL LICENSES AND/OR CERTIFICATES

Type	State Issued	Date Issued	Expiration Date	Number
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

FOREIGN AND OTHER LANGUAGE SKILLS, INCLUDING SIGNING: If required by, or helpful to, the position(s) applied for, please complete

Language _____	<input type="checkbox"/> Speak	<input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Fluent	<input type="checkbox"/> Read	<input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Fluent	<input type="checkbox"/> Write	<input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Fluent
Language _____	<input type="checkbox"/> Speak	<input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Fluent	<input type="checkbox"/> Read	<input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Fluent	<input type="checkbox"/> Write	<input type="checkbox"/> Fair <input type="checkbox"/> Good <input type="checkbox"/> Fluent

CERTIFICATION

PLEASE READ CAREFULLY BEFORE SIGNING THIS APPLICATION

I certify that all statements made on this application are true and that I have not knowingly withheld any facts or circumstances which might, if disclosed, affect my application.

I fully understand that the misrepresentation or omission of facts or circumstances will be sufficient cause for rejection of my application if the Organization has not employed me, and for immediate termination if the Organization has employed me.

I authorize the investigation of all statements contained in this application and the further investigation of any information required to determine my qualifications for the position(s) for which I am applying.

I authorize former employers, academic institutions, and other references to release any information required to determine my qualifications for the position(s) for which I am applying and hereby release all individuals and organizations from any liability or damages which may result from furnishing such information. I waive any right, under Public Act 397 of 1978, to receive written notice from this Organization or former employers that such information has been released.

A copy of this Certification serves as sufficient authorization, and may be considered to be in compliance with any law, for the release of whatever information is sought. I hereby agree to sign any documents or authorization which might be necessary to conduct an appropriate investigation of the information contained in this application.

In consideration of my employment, I agree to inform myself of and conform to the policies and procedures of the Organization and I also understand and agree that my employment and compensation is for no definite period and is at will, and may, regardless of time and manner or payment of my wages and salary, be terminated at any time, with or without cause or notice, at the option of either the Organization or myself. I also understand and agree that the Organization has the right to unilaterally modify and/or terminate any policies, practices, procedures, and standards it has adopted or implemented to the extent not limited by law or contract. I acknowledge that no representative of the Organization, other than the Chief Executive Officer and his/her designee, has either the power or authority to enter into any agreement for employment for any specified period of time, or to make any representations or agreements contrary to the foregoing, unless that agreement is in writing and signed by the Chief Executive Officer of the Organization or his/her designee.

I understand that the Organization may require the successful completion of a urinalysis for drug testing purposes, and criminal background check as a condition of employment. By submitting this Application for Employment, I hereby consent to both.

I hereby acknowledge that I have read and understand the preceding statements, and that my affirmation to the above is hereby voluntarily given.

DATE: _____ SIGNATURE OF APPLICANT: _____

DO NOT WRITE IN THIS SPACE

FOLLOW-UP ACTION: _____

Interviewed by: _____ Date: _____

Interviewed by: _____ Date: _____

Background check ordered by: _____ Date ordered: _____ Date completed: _____

References checked by: _____ Date: _____

Hire recommendation approved by: _____ Date: _____

Position: _____ Department: _____

Offer made: _____ Date: _____ Terms: _____

Accepted for employment? _____ Starting rate: _____ Starting date: _____

FOR INDIVIDUALS HIRED ONLY: Form I-9, Employment Eligibility Verification, Medical Evaluation (if required), Licensure Verification

Completed by: _____ Date: _____

Type of Document(s) Presented: _____

(Attach copy of completed form I-9 and copy of identity and employment eligibility document(s) within 3 days of hire.)