#### APPLICATION FOR EMPLOYMENT

Thank you for your interest in employment with **Highlands Cashiers Health Foundation**. The information you provide on this form will be used to determine if your experience, skills and/or education meet(s) the minimum qualifications of available positions within the company. Should Highlands Cashiers Health Foundation determine that you are qualified for an available position, you may be contacted to schedule a personal interview. Highlands Cashiers Health Foundation is an equal opportunity employer – all personnel decisions are made without regard to the individual's race, color, religion, sex, national origin, age, disability, veteran status or sexual orientation.

There are several things you should be aware of regarding the employment process:

- There is no guarantee that you will be chosen for an interview or offered a job as a result of the completion of this form. Your application will be compared with other candidates' applications to determine who will be invited for a personal interview.
- The application form must be completed and signed in order for you to be considered for employment.
- If the information provided on the application cannot be satisfactorily verified by reference and/or background checks, your application will be considered incomplete.
- Applications are filed according to job titles. Please be as specific as possible in stating the position(s) for which you are applying "ANY" position is not an acceptable response.
- Due to the large number of applications the company receives, specific reasons for interview and/or employment decisions will not be routinely discussed.
- All final candidates for employment are required to submit to the following:
  - Verification of previous employment and education former employers and schools will be contacted to verify information obtained during the application process
  - Civil/Criminal background check local, state and/or federal law enforcement agency records will be reviewed to determine if the final applicant has a history of civil/criminal convictions (Note: civil/criminal conviction will not automatically disqualify someone from employment – factors such as length of time since offense occurred, seriousness and nature of offense will be taken into consideration.)
  - > **Drug/alcohol screen** The company is a drug/alcohol-free workplace

Again, thank you for your interest in employment with the company. If you have any questions regarding this application or need assistance in completing this application, please ask a member of the Human Resources Department for assistance.

#### **Applicant's Statement**

I certify that the information I have supplied on this application is true and complete. I understand that any misrepresentation by me on this application or during the interview process will cause me to be ineligible for employment and grounds for immediate termination of employment from the company. I authorize the company to investigate all references and to secure additional job-related information about me. I hereby release the company from liability for seeking such information and all other persons, corporations and/or organizations for furnishing such information. If employed, I understand and agree that my employment can be terminated, at any time and for any reason, at the option of either the company or myself, with or without prior notice.

# **APPLICATION FOR EMPLOYMENT**

Printed Name	Signature		Date			
PLEASE PRINT						
Position(s) applied for:						
How did you find out about this positio	n?					
Home Address:(Street)						
(Street)	(City)	(State)	(Zip)			
Social Security Number:	Date a	Date available for work:				
Home Phone Number:	Work Phone Number:					
Have you ever been employed by this c	company? Y N If yes, v	vhen?				
Do you have a valid Drivers License?	Y N If yes, License Nu	mber/State				
Have you ever been convicted of any ci	ivil/criminal violation, of	ther than minor traffi	c violations? Y N			
If yes, please explain:						
Have you ever had a professional licens please explain:	-					
Are you currently under any investigati	on or pending charge?	Y N If yes, please ex	xplain:			
Are you a citizen of the United States?	Y N If not, are you lega	lly eligible for emplo	yment in the			
United States? Y N If yes, what type	of work visa do you cur	rently have?				
EDUCATIONAL BACKGROUN	D					
List the last two schools you attended, t any major(s) and/or minor(s).	the number of years com	pleted, degree(s) reco	eived (if any), and			
School:	No. of Years Completed:					
Degree(s):	Major(s) and Minor(s):					
School:	No. of Years Completed:					
Degree(s):	mee(s):Major(s) and Minor(s):					



### WORK EXPERIENCE

List your last three employers starting with the most recent. Explain any gaps in employment that may exist. Please identify any employer whom you do not want us to contact for a reference.

Employer:	Phone Number:					
Address:		Job Title:				
Supervisor/Title:						
Dates of Employment:	to	Pay Rate (Start):	(End):			
Job Duties:						
Reason for leaving :						
May we contact for a reference? Y N Later						
Employer:	Phone Number:					
Address:		Job Title:				
Supervisor/Title:						
Dates of Employment:	to	Pay Rate (Start):	(End):			
Job Duties:						
Reason for leaving :						
May we contact for a reference? Y N Later						
Employer:		Phone Number:				
Address:		Job Title:				
Supervisor/Title:						
Dates of Employment:	to	Pay Rate (Start):	(End):			
Job Duties:						
Reason for leaving :			_			

May we contact for a reference? Y N Later

# EQUAL OPPORTUNITY INFORMATION

It is the policy of the company to make personnel decisions without regard to an individual's race, color, religion, sex, national origin, age, disability, veteran status or sexual orientation. As an equal opportunity employer, we invite all employment applicants to identify themselves as indicated below so that we may comply with federal recordkeeping and reporting requirements.

Completion of the following section is voluntary. This section will be removed from the rest of the Application for Employment form and stored in a separate location from the rest of the Application for Employment forms. The following information will not be reviewed as part of the application process nor will it be considered when decisions regarding the application process are made.

Name	:		Date:	
	Last	First	MI	
Positio	on applied for:			
What	is your race/ethnic origin?		What is your sex?	
	White		□ Male	
	Black		□ Female	
	Hispanic			
	Asian/Pacific Islander			
	Native American			