

## 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.

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### 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.

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Printed Name

Signature

Date



## 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**

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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**

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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**

