

# Employment Application

Please print clearly.

## Personal Information

Name \_\_\_\_\_  
Last First Middle

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

Phone # \_\_\_\_\_ Other Phone # \_\_\_\_\_ SS# \_\_\_\_\_

Are you 18 years of age or older?  yes  no

Have you ever been convicted of a crime?  no  yes If yes, what for, when and where?

Whom may we contact in case of an emergency? Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_ Phone # \_\_\_\_\_

## Position Applied For

RN  LPN  CNA  Other (please specify): \_\_\_\_\_

Date you could start work: \_\_\_\_\_ Salary Desired: \_\_\_\_\_

Please specify any accommodation that you might need to accomplish this position: \_\_\_\_\_

If you are applying for an office position, can you:

Type?  no  yes If yes, what speed? \_\_\_\_\_ words per minute

Take dictation?  no  yes If yes, what speed? \_\_\_\_\_ words per minute

Do you have any experience with computer business software?  Microsoft Word  Microsoft Excel

Other software? (Please specify): \_\_\_\_\_

Have you ever applied for employment with us before?  no  yes If yes, when: \_\_\_\_\_

## Availability

Please write in the hours you can work below:  Part Time  Full Time  Contract

Monday \_\_\_\_\_ Friday \_\_\_\_\_

Tuesday \_\_\_\_\_ Saturday \_\_\_\_\_

Wednesday \_\_\_\_\_ Sunday \_\_\_\_\_

Thursday \_\_\_\_\_

**Education/Training**

School	Name/ Address of School	Courses Taken	Did you graduate?	Diploma, degree or Cert. received
High School			<input type="checkbox"/> yes <input type="checkbox"/> no If yes, date:	
College			<input type="checkbox"/> yes <input type="checkbox"/> no If yes, date:	
Vocational or Business			<input type="checkbox"/> yes <input type="checkbox"/> no If yes, date:	
Professional Education			<input type="checkbox"/> yes <input type="checkbox"/> no If yes, date:	

List related professional organizations of which you are a member:

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List related honors received, volunteer or community service or other qualifications:

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Are you currently involved in military service?

no  yes If yes, which branch: \_\_\_\_\_ Date of service: from \_\_\_\_\_ to \_\_\_\_\_

**Professional Licenses and/or Certifications**

Type	Organization or State Issued	Date Issued	Number

**References**

List the names of three persons not related to you, whom you have known at least one year:

I give my permission to contact the following persons:  Yes  No

Name and Title	Relationship	Address	Phone #
<input type="checkbox"/> Reference checked. Spoke with: _____ Date: _____ Initial: _____ Notes:			
<input type="checkbox"/> Reference checked. Spoke with: _____ Date: _____ Initial: _____ Notes:			
<input type="checkbox"/> Reference checked. Spoke with: _____ Date: _____ Initial: _____ Notes:			

# Employment Application

**Employment History:**  Check here if Employment History is on resume and is attached.  
*List most current employment first. Please indicate if we may contact previous employers for reference.*

Company Name	Dates Employed From: Month _____ Year _____ To: Month _____ Year _____		
Address (street, city, state, zip)	Phone	Start Salary \$ _____	End Salary \$ _____
Position/Title	Immediate Supervisor's Name and Title		
Job Description and Responsibilities			
Reason for Leaving			

May we contact for reference?  yes  no  
 Reference checked. Spoke with: \_\_\_\_\_ Date: \_\_\_\_\_ Initial: \_\_\_\_\_  
 Notes:

Company Name	Dates Employed From: Month _____ Year _____ To: Month _____ Year _____		
Address (street, city, state, zip)	Phone	Start Salary \$ _____	End Salary \$ _____
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 Reference checked. Spoke with: \_\_\_\_\_ Date: \_\_\_\_\_ Initial: \_\_\_\_\_  
 Notes:

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May we contact for reference?  yes  no  
 Reference checked. Spoke with: \_\_\_\_\_ Date: \_\_\_\_\_ Initial: \_\_\_\_\_  
 Notes:

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Address (street, city, state, zip)	Phone	Start Salary \$ _____	End Salary \$ _____
Position/Title	Immediate Supervisor's Name and Title		
Job Description and Responsibilities			
Reason for Leaving			

May we contact for reference?  yes  no  
 Reference checked. Spoke with: \_\_\_\_\_ Date: \_\_\_\_\_ Initial: \_\_\_\_\_  
 Notes:

## Employment Application

I voluntarily give Auburn Crest Hospice the right to make an investigation of my past employment and information provided on this application. I agree to cooperate in the investigation and release from all liability or responsibility all persons, companies or corporations supplying information. I consent to take a post-hire physical examination and such future physical examinations as may be required by Auburn Crest Hospice, if requested.

I understand that Auburn Crest Hospice is a drug-free employer and reserves the right to test for illegal drug use.

I understand that if hired I will be required to follow the personnel policies and rules of Auburn Crest Hospice I understand that not following the rules may lead to dismissal. I also understand that my employment may be ended for giving incorrect information on this application.

I further understand this application does not mean I will be hired by Auburn Crest Hospice I understand that if I am employed, it will be on a probationary or trial basis according to personnel policies.

### **Non-discriminatory Practice and Compliance with Title VI of Federal Rights Act 1964, Section 504 of Rehabilitation Act of 1973, and the Age Discrimination Act of 1975.**

The following are Auburn Crest Hospice non-discrimination policies:

Auburn Crest Hospice is firmly committed to the concept and practice of "Equal Employment Opportunity." All employment policies and practices are administered without regard to race, color, religion, sex, age, marital status, national origin, non-job related disability or sexual orientation.

Auburn Crest Hospice shall not discriminate against a qualified individual with a disability because of the disability of such individual in regard to job application procedures, the hiring, advancement, or discharge of employees, employee compensation, job training, and other terms, conditions, and privileges of employment.

The management of Auburn Crest Hospice reserves the right to terminate the employment of any employee for any reason, with or without cause and with or without notice at any time and recognizes the employee's right to the same.

It is our policy to provide patient care services to all qualified persons without regard to race, color, religion, sex, age, marital status, national origin, non-job related disability or sexual orientation.

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Applicant Signature

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Date