



## Employment Application

*Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.*

<b><u>Applicant Information</u></b>	<b>Today's Date:</b> _____
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Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_

Street Address \_\_\_\_\_ Apt. #: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Email address \_\_\_\_\_

Telephone Number \_\_\_\_\_ Mobile Number \_\_\_\_\_

May we contact you at work?     Yes     No                      Work Telephone Number \_\_\_\_\_

Date Available \_\_\_\_\_ Desired Salary \_\_\_\_\_

Type of Employment Desired     F/T     P/T                       Other \_\_\_\_\_

Position Applying for \_\_\_\_\_

Referral Source  Newsday     Nursing Spectrum     Job Fair     Other \_\_\_\_\_

Employee \_\_\_\_\_     Agency \_\_\_\_\_     Website \_\_\_\_\_

Are you eligible to work in the United States?                       Yes     No

If you are under 18, and it is required, can you furnish a work permit?     Yes     No

Have you ever worked for this company?                       Yes     No    If so, when? \_\_\_\_\_

Have you ever submitted an application here before?                       Yes     No    If so, when? \_\_\_\_\_

Is this application a request for reemployment following an extended military leave of absence from this company?     Yes     No

*This question is not designed to elicit information about an applicant's disability. Please do not provide information about the existence of a disability, particular accommodation, or whether accommodation is necessary. These issues may be addressed at a later stage to the extent permitted by law.*

Are you able to perform the "essential functions" of the job you are applying (with or without reasonable accommodation)?  
 Yes     No     Need more information about the job

*Answering yes to the following question does not constitute an automatic bar to employment. Factors such as date of offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account.*

Have you ever pled guilty or no contest to, or been convicted of a crime?                       Yes     No

If so, please provide dates and details: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<b><u>Education</u></b>
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High School \_\_\_\_\_ Address \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Did you graduate?     Yes     No

Degree \_\_\_\_\_ Major \_\_\_\_\_

College \_\_\_\_\_ Address \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Did you graduate?     Yes     No

Degree \_\_\_\_\_ Major \_\_\_\_\_

Other \_\_\_\_\_ Address \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Did you graduate?     Yes     No

Degree \_\_\_\_\_ Major \_\_\_\_\_

## Employment History

Company \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ Supervisor \_\_\_\_\_  
Job Title \_\_\_\_\_ Starting Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_  
Dates of Employment \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_  
Responsibilities \_\_\_\_\_  
May we contact for a reference     Yes    No    Later    If "No" or "Later", why? \_\_\_\_\_

Company \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ Supervisor \_\_\_\_\_  
Job Title \_\_\_\_\_ Starting Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_  
Dates of Employment \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_  
Responsibilities \_\_\_\_\_  
May we contact for a reference     Yes    No    Later    If "No" or "Later", why? \_\_\_\_\_

Company \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ Supervisor \_\_\_\_\_  
Job Title \_\_\_\_\_ Starting Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_  
Dates of Employment \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_  
Responsibilities \_\_\_\_\_  
May we contact for a reference     Yes    No    Later    If "No" or "Later", why? \_\_\_\_\_

Company \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ Supervisor \_\_\_\_\_  
Job Title \_\_\_\_\_ Starting Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_  
Dates of Employment \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_  
Responsibilities \_\_\_\_\_  
May we contact for a reference     Yes    No    Later    If "No" or "Later", why? \_\_\_\_\_

Explain any gaps in your employment, other than those due to personal illness, injury or disability

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If not addressed on previous page, have you ever been fired or asked to resign?  Yes  No

If yes, please explain: \_\_\_\_\_

Is there any additional employment history/job related information you wish to share? \_\_\_\_\_

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### **References**

Please list three professional references of someone you worked with that was in a supervisory role.

Name \_\_\_\_\_ Company \_\_\_\_\_

Telephone Number \_\_\_\_\_ Title \_\_\_\_\_

Name \_\_\_\_\_ Company \_\_\_\_\_

Telephone Number \_\_\_\_\_ Title \_\_\_\_\_

Name \_\_\_\_\_ Company \_\_\_\_\_

Telephone Number \_\_\_\_\_ Title \_\_\_\_\_

### **Skills and Qualifications**

Summarize any special training, skills, licenses and/or certificates that may assist you in performing the position for which you are applying. Include any special accomplishments, publications or awards and any job related organizations (professional, trade, etc) to which you belong. *Exclude information that would reveal race, color, religion, sex, national origin, citizenship, age, mental, or physical disabilities, veteran/reserve, National Guard or any other similarly protected status.*

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### **Computer Skills**

Please rate your skills on a scale of 1-5, 5 being the highest in the following computer applications.

Microsoft Word 1 2 3 4 5

Microsoft Excel 1 2 3 4 5

Microsoft Access 1 2 3 4 5

Microsoft PowerPoint 1 2 3 4 5

Outlook 1 2 3 4 5

Internet 1 2 3 4 5

Other \_\_\_\_\_ 1 2 3 4 5

Other \_\_\_\_\_ 1 2 3 4 5

## **Applicant Statement**

*I certify that all information I have provided in order to apply for and secure work with this employer is true, complete and correct. I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner; in the employment process and all other persons, corporations or organizations for furnishing such information about me.*

*I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.*

*I understand that this application remains current for only six months. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.*

*If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president.*

*I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete and I-9 Form in this regard.*

*This Company does not tolerate unlawful discrimination in its employment practices. NO question on this application is used for the propose of limiting or excluding an applicant from consideration for employment on the basis of his or her sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status under applicable federal, state, or local law. This Company likewise does not tolerate harassment based on sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status. Examples of prohibited harassment include, but are not limited to, unwelcome physical contact, offensive gestures, unwelcome comments, jokes, epithets, threats, insults, name-calling, negative stereotyping, possession or display of derogatory pictures or other graphic materials, and any other words or conduct that demean, stigmatize, intimidate, or single out a person because of his/her membership in a protected category. Harassment of our employees is strictly prohibited, whether it is committed by a manager, coworker, subordinate, or non-employee (such as a vendor or customer). The Company takes all complaints of harassment seriously and all complaints will be investigated promptly and thoroughly.*

*I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) eliminate me from further consideration for employment, or (ii) may result in my immediate discharge from the employer's service, whenever it is discovered.*

**DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.**

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_