



EMPLOYMENT APPLICATION

Applicants are considered for employment without regard to race, creed, religion, color, national origin, sex, age, or non-job-related handicap or disability.

Position Applying For

Date of Application

Referred By

GENERAL INFORMATION

Name: Last First Middle

Address: Street City State Zip

Telephone: (____) _____ (____) _____ (____) _____
Home Cell Work

If your former employment, references, education, or military service is under a name other than above, please indicate: _____

Are you 18 years or older? ____ Yes ____ No

Are you legally eligible for employment in the United States? ____ Yes ____ No

Have you ever been convicted of any legal violation, other than a misdemeanor or summary offense?
____ Yes ____ No

If yes, please describe (Conviction will not necessarily bar employment): _____

Date Available for work: _____

On what basis are you available? ____ Full Time ____ Part Time ____ PRN-As Needed

Number of hours/week desired: _____ Maximum _____ Minimum

GENERAL INFORMATION (continued)

Are you available to work weekends or evenings, if necessary? Yes No

If you are applying for a position that requires traveling, do you have access to the transportation necessary for the job? Yes No

Have you ever been ticketed for a moving traffic violation? Yes No

If "Yes", please explain on back of page.

Are you able to perform the essential functions of the job for which you are applying (with or without reasonable accommodation)? 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.

EDUCATIONAL BACKGROUND

LEVEL	Name and Address of School	Course of Study / Major	Degree / Diploma / Certificate
High School			
Business / Trade / Technical School			
College(s)			
Graduate School			

Describe any other training you have had that is relevant to the position for which you are applying:

If you are applying for a clerical position: Typing Speed wpm

Computer Experience:

Military Service

Have you served in the U.S. Armed forces? Yes No Dates: Branch

Please describe any special training you received that is relevant to the position for which you are applying:

Rank at entrance: _____

Rank at Discharge: _____

Were you dishonorably discharged? Yes No

Professional Information

Professional License or Certificate number (if applicable) _____

Has disciplinary action ever been taken against you by your professional licensing/certifying body?
 Yes No If "yes", please explain on back of page.

Please list any professional/community organizations with which you are affiliated (you may exclude organizations that indicate race, color, religion, national origin, handicap, or other protected status):

Employment History

Please provide a complete employment record. Continue on reverse side if necessary. Begin with your most recent employer or present employer.

EMPLOYER: _____

ADDRESS: _____

TELEPHONE: (____) _____ EMPLOYMENT DATES: _____ to _____

POSITION/DUTIES: _____

RATE: _____ SUPERVISOR: _____

REASON FOR LEAVING: _____

EMPLOYER: _____

ADDRESS: _____

TELEPHONE: (____) _____ EMPLOYMENT DATES: _____ to _____

POSITION/DUTIES: _____

RATE: _____ SUPERVISOR: _____

REASON FOR LEAVING: _____

EMPLOYER: _____

ADDRESS: _____

TELEPHONE: (____) _____ EMPLOYMENT DATES: _____ to _____

POSITION/DUTIES: _____

RATE: _____ SUPERVISOR: _____

REASON FOR LEAVING: _____

Please List any employers we should not contact and why: _____

PERSONAL REFERENCES

(Please do not list relatives)

Name	Address	Telephone	Occupation	Relationship

Please Read Carefully Before Signing This Form

Initial each section and sign/date at bottom

_____ 1. All information contained in this application is true and correct to the best of my knowledge and belief. I understand that misrepresentations or omissions of any kind may result in denial of employment or be cause for subsequent dismissal if I am hired, regardless of when such information is discovered.

_____ 2. I authorize Clarion Forest VNA, Inc. to investigate my responses on this application and contact any or all of my former employers or any individuals familiar with me or my employment background for the purpose of verifying any information I have provided and/or for the purpose of obtaining any information, whether favorable or unfavorable, about me or my employment. I voluntarily and knowingly fully release and hold harmless any persons or organizations providing information pertaining to me or my employment.

_____ 3. I understand that upon receiving a job offer, a pre-employment drug screening will be required.

_____ 4. I understand that prior to my employment I may be asked to sign a background check consent form or other documentation in order to facilitate my hiring. I agree to sign these forms.

_____ 5. I understand that this application remains current for only 90 days. 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.

_____ 6. Clarion Forest VNA, Inc. does not tolerate unlawful discrimination in its employment practices. No question on this application is used for the purpose 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. Clarion Forest VNA, Inc. 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). Clarion Forest VNA, Inc. takes all complaints of harassment seriously and all complaints will be investigated promptly and thoroughly.

_____ 7. Regardless of whether or not I become employed by the company, I recognize that this application is not and should not be considered a contract of employment. I understand that employment at the company is on an at-will basis and that my employment may be terminated with or without cause, and without notice, at any time, at my option or the company's, unless specifically provided otherwise in a written employment contract. I further understand that no company employee or representative has the authority to enter into a contract regarding duration or terms and conditions of employment other than the Chief Executive Officer of Clarion Forest VNA, Inc., and then only by means of a signed, written document.

Signature of Applicant

Date

Thank you for your interest in our company. THIS APPLICATION WILL BE RETAINED BY THE VNA FOR ONE YEAR FROM THE DATE OF APPLICATION.

