

APPLICATION FOR EMPLOYMENT

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

All persons should have the opportunity to be considered for employment without regard to their race, color, religion, national origin or ancestry, handicap or disability, sex, marital status, obligation to serve in the armed forces of the United States, citizenship, or any other characteristic protected by applicable federal or state law.

____/____/____
DATE

Name: _____ Social Security No.: _____
Address: _____ Telephone No.: (____) _____ AM
City: _____ State: _____ Zip Code: _____ Telephone No.: (____) _____ PM

Position(s) Applied For: _____ Salary Desired: _____

Are you Applying For: Full Time Part Time Temporary Regular Summer Employment

If seeking part time work, specify the number of days per week: _____

How soon are you available to begin employment? _____

Shift Preference (check one)

If preferred shift is unavailable, will you work?

If required, will you work?

Day: _____
Evenings: _____
Night: _____

Day: Yes _____ No _____
Evening: Yes _____ No _____
Night: Yes _____ No _____

Saturday: Yes ___ No ___
Sundays: Yes ___ No ___
Holidays: Yes ___ No ___
Shifts: Yes ___ No ___

Are you either a U.S. Citizen or an Alien who has the legal right to work in the job(s) for which you are applying?
Yes ___ No ___

Are you 18 or older? Yes ___ No ___

Have you ever been convicted of any felony other than a minor traffic violation? Yes ___ No ___

A criminal conviction will not necessarily be a bar to employment. To help us evaluate your application, please describe the nature of the crime and your subsequent rehabilitation: _____

Have you ever been disciplined for resident abuse? Yes ___ No ___

Do you have relatives or friends employed at this company? Yes ___ No ___

Name: _____ Relationship: _____

Have you ever been employed by this company? Yes ___ No ___

If yes, dates, position, and department employed: _____

Have you ever applied at this company before? Yes ___ No ___ When: _____

How were you referred? Newspaper Ad ___ Friends/Relative ___ Job Fair ___ Employee _____

Rehire ___ Career Day ___ Other : _____

RECORD OF EDUCATION

School	Name and Address	Course of Study	Circle Last Year Completed	List Diploma, Degree(s) Obtained
High School			1 2 3 4	
College(s)			1 2 3 4	
			5 6 7 8	
Other				

LANGUAGE SKILLS: (OTHER THAN ENGLISH)

Please identify other languages that you speak including Sign Language: _____
 Write: _____ Read: _____
 Computers: Yes No
 What Computer Equipment/Program(s) are you familiar with? _____

 List business, hospital, or industrial equipment operated: _____

PROFESSIONAL LICENSES AND/OR CERTIFICATIONS:

Type:	Number:	State Issued:	Date Issued:	Expiration:
Type:	Number:	State Issued:	Date Issued:	Expiration:

REFERENCES: (Please complete if only one or No employment references are listed. These include persons in academic, institutions, volunteer organizations, etc. NOT friends or relatives.)

Name	Address	Telephone No.	Relationship

REFERENCE VERIFICATION:

<input type="checkbox"/> Phone	<input type="checkbox"/> Mail	Date Mailed/Called:	By Whom:
<input type="checkbox"/> Phone	<input type="checkbox"/> Mail	Date Mailed/Called:	By Whom:
<input type="checkbox"/> Phone	<input type="checkbox"/> Mail	Date Mailed/Called:	By Whom:

EMPLOYMENT HISTORY: (Beginning with your current or last employer, list the last four positions of employment held in date order).

Name of Employer:		Telephone Number:	
Address:		City:	State: Zip:
May this employer be contacted? Yes _____ No _____		Name and Title of Supervisor:	
Dates: From _____ To _____	Hours/Week:	Position Held:	
Starting Salary:	Ending Salary:	Reason for Leaving:	
Duties: _____ _____			

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Address:		City:	State: Zip:
May this employer be contacted? Yes _____ No _____		Name and Title of Supervisor:	
Dates: From _____ To _____	Hours/Week:	Position Held:	
Starting Salary:	Ending Salary:	Reason for Leaving:	
Duties: _____ _____			

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May this employer be contacted? Yes _____ No _____		Name and Title of Supervisor:	
Dates: From _____ To _____	Hours/Week:	Position Held:	
Starting Salary:	Ending Salary:	Reason for Leaving:	
Duties: _____ _____			

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May this employer be contacted? Yes _____ No _____		Name and Title of Supervisor:	
Dates: From _____ To _____	Hours/Week:	Position Held:	
Starting Salary:	Ending Salary:	Reason for Leaving:	
Duties: _____ _____			

Granting and continued employment is conditioned upon receipt of favorable references.

To Whom It May Concern:

I have applied to **Doctors Hospital at Deer Creek** for employment. To enable said company to properly evaluate my qualifications, I request and authorize you to release and furnish to the aforementioned company any and all information in your records or files, or within your knowledge, concerning my present and/or past employment with you.

Signature of Applicant

Date

Printed Name of Applicant

Other name(s) while employed

Social Security Number

In consideration of my employment I agree to conform to the rules and regulations of **Doctors Hospital at Deer Creek** or I agree that my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at the aforementioned company or myself. I also understand and agree that the terms and conditions of my employment may be changed, without cause, and with or without notice, at anytime by **Doctors Hospital at Deer Creek**. I understand that no representative of **Doctors Hospital at Deer Creek** other than its Administrator or Director has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing.

I certify that I have read and understand the foregoing paragraphs. I further certify that all the information submitted by me on the application is true and complete to the best of my knowledge, and I understand that any false information, omissions, or misrepresentations of facts called for on this application may be cause for the denial of my application or, if I am employed, discharge at any time. As a condition of employment, I hereby consent to testing for drug and alcohol use, determined to be appropriate by management, either before being hired or at any time during my employment with **Doctors Hospital at Deer Creek**.

I UNDERSTAND THAT FALSIFICATION OF ANY INFORMATION REGARDING PAST MEDICAL HISTORY MAY RESULT IN FORFEITURE OF WORKERS' COMPENSATION BENEFITS UNDER L.A. R.S. 23:1208.1 AND, FUTHERMORE, ANY DISIPLINARY ACTION UP TO AND INCLUDING DISMISSAL.

Date ____/____/____

Signature _____

PRIOR EMPLOYMENT CHECK FORM

Re: _____

Social Security No.: _____

To Whom It May Concern:

The applicant named above is being considered for employment as a _____ with **Doctors Hospital at Deer Creek**. The applicant claims to have been employed by your company as a _____ from _____ to _____.

We would appreciate your recording below your experience with the applicant and returning this form to us in the enclosed self-addressed stamped envelope (Please see reverse)

Sincerely yours,

APPLICANT'S AUTHORIZATION

I hereby authorize the addressed individual, company, or institution to furnish **Doctors Hospital at Deer Creek** with any information it may have concerning me which is on record or otherwise, and do hereby release the addressed individual, company, or institution and all individuals connected therewith, including **Doctors Hospital at Deer Creek**, from any and all liability or claims for damages whatsoever that may result from furnishing such information to **Doctors Hospital at Deer Creek**.

_____/_____/_____
Date

Signed: _____

RECORD OF EMPLOYMENT

FROM	TO	POSITION	REASON FOR LEAVING				
_____	_____	_____	_____	_____	_____	_____	
			Excellent	Good	Average	Fair	Poor
Ability		_____	_____	_____	_____	_____	_____
Effort		_____	_____	_____	_____	_____	_____
Conduct		_____	_____	_____	_____	_____	_____
Knowledge		_____	_____	_____	_____	_____	_____
Production		_____	_____	_____	_____	_____	_____
Attitude		_____	_____	_____	_____	_____	_____
Attendance		_____	_____	_____	_____	_____	_____

Would you rehire? Yes _____ No _____

Signed _____

Title _____

_____/_____/_____
Date

COMMENTS

CEO _____

Human Resource _____

Manager _____

DISCLOSURE OF EMPLOYMENT RELATED INFORMATION:
PRESUMPTIONS: CAUSE OF ACTION: DEFINITIONS

- A. Any employer that, upon request by a prospective employer or a current or former employee, provides accurate information about a current or former employee's job performance or reasons for separation, shall be immune from civil liability and other consequences of such disclosure provided such employer is not acting in bad faith. An employer shall be considered to be acting in bad faith only if it can be shown by a preponderance of the evidence that the information disclosed was knowingly false and deliberately misleading.
- B. Any prospective employer who reasonably relies on information pertaining to an employee's job performance or reasons for separation, disclosed by a former employer, shall be immune from civil liability including liability for negligent hiring, negligent retention, and other causes of action related to the hiring of said employee, based upon such reasonable reliance, unless further investigation, including, but not limited to a criminal background check, is required by law.
- C. As used in this Section, the following words and phrases shall have the meanings contained herein unless the context clearly requires otherwise:
 - (1) "Employer" means any person, firm or corporation, including the state and its political subdivisions, and their agents, that has one or more employees, or individuals performing services under any contract of hire or service, expressed or implied, oral or written.
 - (2) "Employee" means any person, paid or unpaid in the service of an employer.
 - (3) "Prospective employer" means any "employer", as defined herein, to which a prospective employee has made application, either oral or written, or forwarded a resume or other correspondence expressing an interest in employment.
 - (4) "Prospective employee" means any person who has made an application, either oral or written, or has sent a resume or other correspondence indicating an interest in employment.
 - (5) "Job performance" includes, but is not limited to, attendance, attitude, awards, demotions, duties, effort, evaluations, knowledge, skills, promotions, and disciplinary actions.

SELF EVALUATION FORM

NAME: _____ DATE: ____/____/____
DEPARTMENT: _____ JOB TITLE: _____

PURPOSES OF THIS EMPLOYEE EVALUATION:

To take a personal inventory, to pin-point weaknesses and strengths and to outline and agree upon a practical improvement program. Periodically conducted, these Evaluations will provide a history of development and progress.

INSTRUCTIONS:

Listed below are a number of traits, abilities and characteristics that are important for successful employment. Place an "X" mark on each rating scale after the one descriptive phrase which most nearly describes the person being rated. (If this form is being used for self-evaluation, you will be describing yourself.)

Carefully evaluate each of the qualities separately:

Two common mistakes in rating are (1) A tendency to rate nearly everyone as "average" on every trait instead of being more critical in judgment. The rater should use the ends of the scale as well as the middle, and (2) The "Halo Effect" i.e., a tendency to rate the same individual "excellent" on every trait or "poor" on every trait based on the overall picture one has of the person being rated. However, each person has strong points and weak points and these should be indicated on the rating scale.

Accuracy is the correctness of work duties performed.

Makes frequent errors. ____
Careless; makes recurrent errors. ____
Usually accurate; makes only average number of mistakes. ____
Requires little supervision; is exact and precise most of the time. ____
Requires absolute minimum of supervision; is almost always accurate. ____

Alertness is the ability to grasp instructions, to meet changing conditions to solve novel or problem situations.

Slow to "catch on." ____
Requires more than average instructions and explanations. ____
Grasps instructions with average ability. ____
Usually quick to understand and learn. ____
Exceptionally keen and alert. ____

Creativity is talent for having new ideas, for finding new and better ways of doing things and for being imaginative.

Rarely has a new idea; is unimaginative. ____
Occasionally comes up with a new idea. ____
Has average imagination, has reasonable number of new ideas. ____
Frequently suggests new ways of doing things; is very imaginative. ____
Continually seeks new and better ways of doing things; is extremely imaginative. ____

Friendliness is the sociability and warmth, which an individual imparts in his attitude toward customers, other employees, his supervisor and the person he may supervise.

Very distant and aloof. ____
Approachable; friendly once known by others. ____
Warm; friendly; sociable. ____
Extremely sociable; excellent at establishing good will. ____

Personality is an individual's behavior characteristics or his personal suitability for the job.

Personality unsatisfactory for this job. ____
Personality questionable for this job. ____
Personality satisfactory for this job. ____
Very desirable personality for this job. ____
Outstanding personality for this job. ____

Personal appearance is the personal impression an individual makes on others. (Consider cleanliness, grooming, neatness and appropriateness of dress on the job.)

Very untidy; poor taste in dress. ____
Sometimes untidy and careless about personal appearance. ____
Generally neat and clean; satisfactory personal appearance. ____
Careful about personal appearance; good taste in dress. ____
Unusually well groomed; very neat; excellent taste in dress. ____

Physical fitness is the ability to work consistently and with only moderate fatigue. (Consider physical alertness and energy).

Tires easily, is weak and frail. ____
Frequently tires and is slow. ____
Meets physical and energy job requirements. ____
Energetic; seldom tires. ____
Excellent health; no fatigue. ____

Attendance is faithfulness in coming to work daily and conforming to work hours.

Often absent without good excuse and/or frequently reporting for work late. ____
Lax in attendance and/or reporting for work on time. ____
Usually present and on time. ____
Very prompt; regular in attendance. ____
Always regular and prompt; volunteer for overtime when needed. ____

Housekeeping is the orderliness and cleanliness in which an individual keeps his work area.

Disorderly or untidy. ____
Some tendency to be careless and untidy. ____
Ordinarily keeps work area fairly neat. ____
Quite conscientious about neatness and cleanliness. ____
Unusually neat. and clean. ____

Dependability is the ability to do required jobs well with a minimum of supervision.

Requires close supervision; is unreliable. ____
Sometimes requires prompting. ____
Usually takes care of necessary tasks and completes with reasonable promptness. ____
Requires little supervision; is reliable. ____
Requires absolute minimum of supervision. ____

Drive is the desire to attain goals, to achieve.

Has poorly defined goals and acts without purpose; puts forth practically no effort. ____
Sets goals too low; puts forth little effort to achieve. ____
Has average goals and usually puts forth effort to reach these. ____
Strives hard; has high desire to achieve. ____
Sets high goals and strives incessantly to reach these. ____

Job knowledge is the information concerning work duties which an individual should know for a satisfactory job performance.

Poorly informed about work duties. ____
Lacks knowledge of some phases of work. ____
Moderately informed; can answer most common questions. ____
Understands all phases of work. ____
Has complete mastery of all phases of work. ____

Quantity of work is the amount of work an individual does in a work day

- Does not meet minimum requirements. ____
- Does just enough to get by. ____
- Volume of work is satisfactory. ____
- Very industrious; does more than is required. ____
- Superior work production record. ____

Stability is the ability to withstand pressure and to remain calm in crisis situations.

- Goes "to pieces" under pressure; is easily irritated. ____
- Occasionally blows up under pressure; is easily irritated. ____
- Has average tolerance for crisis; usually remains calm. ____
- Tolerates most pressure; likes crisis more than the average person. ____
- Thrives under pressure; really enjoys solving crisis. ____

Courtesy is the polite attention an individual gives other people.

- Blunt discourteous; antagonistic. ____
- Sometimes tactless. ____
- Agreeable and pleasant. ____
- Always very polite and willing to help. ____
- Inspiring to others in being courteous and very pleasant. ____

Overall Evaluation in comparison with other employees with whom you have worked regardless of capacity.

- Definitely unsatisfactory. ____
- Substandard but making progress. ____
- Doing an average job. ____
- Definitely above average. ____
- Outstanding. ____

COMMENTS

Major weak points are:

1. _____
2. _____
3. _____

and these can be strengthened by doing the following

Major strong points are:

1. _____
2. _____
3. _____

and these can be used more effectively by doing the following

Rated by: _____

Employee's Signature: _____ **Date** ____/____/____
