



LICENSED PROFESSIONALS

Issued Date: \_\_\_\_\_

EMPLOYMENT APPLICATION

THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

APPLYING FOR

Job Title: \_\_\_\_\_ Date: \_\_\_\_\_

Location: \_\_\_\_\_

PERSONAL INFORMATION

Name \_\_\_\_\_ Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Mailing Address \_\_\_\_\_

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

Home Phone ( ) \_\_\_\_\_ Secondary Phone ( ) \_\_\_\_\_

Fax Number ( ) \_\_\_\_\_ E-mail Address \_\_\_\_\_

WORK AVAILABILITY

\_\_\_\_\_ Full Time days nights weekends

\_\_\_\_\_ Part Time days nights weekends

EDUCATION HISTORY

Name of High School \_\_\_\_\_ Location \_\_\_\_\_

Diploma Received? \_\_\_\_\_ Highest Grade Completed \_\_\_\_\_ Other \_\_\_\_\_

List licenses and certificates which are related to the job you seek.

Has there been any probation, suspension, revocation or other adverse action on such license? If yes, please explain.

Undergraduate College \_\_\_\_\_ Location \_\_\_\_\_

Degree Received? \_\_\_\_\_ Type of Degree \_\_\_\_\_ Date Completed \_\_\_\_\_

Graduate School \_\_\_\_\_ Location \_\_\_\_\_

Degree Received? \_\_\_\_\_ Type of Degree \_\_\_\_\_ Date Completed \_\_\_\_\_

## WORK EXPERIENCE

Describe your work experience in detail, beginning with your current or most recent job. Include military service (indicate rank) and job related volunteer work, if applicable. Provide an explanation for any gaps in employment. All information in this section must be complete. A resume may be attached, but not substituted for completing this section.

Name of Present or Last Employer \_\_\_\_\_

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

Job Title \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

Dates Employed \_\_\_\_\_ to \_\_\_\_\_ Salary \_\_\_\_\_ May we contact this employer? \_\_\_\_\_

Job Duties (give details)

---

---

---

Reason for leaving

---

---

Name of Next Most Recent Employer \_\_\_\_\_

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

Job Title \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

Dates Employed \_\_\_\_\_ to \_\_\_\_\_ Salary \_\_\_\_\_ May we contact this employer? \_\_\_\_\_

Job Duties (give details)

---

---

---

Reason for leaving

---

---

Name of Next Most Recent Employer \_\_\_\_\_

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

Job Title \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

Dates Employed \_\_\_\_\_ to \_\_\_\_\_ Salary \_\_\_\_\_ May we contact this employer? \_\_\_\_\_

Job Duties (give details)

---

---

---

Reason for leaving

---

Name of Next Most Recent Employer \_\_\_\_\_

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

Job Title \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

Dates Employed \_\_\_\_\_ to \_\_\_\_\_ Salary \_\_\_\_\_ May we contact this employer? \_\_\_\_\_

Job Duties (give details)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for leaving

\_\_\_\_\_

Name of Next Most Recent Employer \_\_\_\_\_

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

Job Title \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

Dates Employed \_\_\_\_\_ to \_\_\_\_\_ Salary \_\_\_\_\_ May we contact this employer? \_\_\_\_\_

Job Duties (give details)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for leaving

\_\_\_\_\_  
\_\_\_\_\_

List any skills (including computer software proficiency) which are related to the job you seek.

\_\_\_\_\_  
\_\_\_\_\_

_____ Terminal	_____ Spreadsheet	Other
_____ PC/MAC	_____ Word Processing	_____
_____ Typewriter _____ wpm		_____

Do you possess a valid driver's license? \_\_\_\_\_

State \_\_\_\_\_ Number \_\_\_\_\_ Expiration Date \_\_\_\_\_ Class \_\_\_\_\_

Have you ever been terminated or forced to resign from a position? \_\_\_\_\_ If so, please explain.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you been convicted of a criminal offense?  Yes  No

*Note: Omit minor vehicle violations and any offense committed before your 17<sup>th</sup> birthday. Conviction of a criminal offense is not a bar to employment in all cases. Each conviction is evaluated individually.*

If yes, please list charge (s) \_\_\_\_\_  
Where convicted \_\_\_\_\_ Date \_\_\_\_\_ Disposition/Status \_\_\_\_\_

---

Have you ever worked for Clarendon Memorial Hospital?  Yes  No

If yes, when? \_\_\_\_\_

Do you have any relatives employed with Clarendon Memorial Hospital? If yes, provide names below:

Name \_\_\_\_\_ Relation \_\_\_\_\_ Department \_\_\_\_\_

Name \_\_\_\_\_ Relation \_\_\_\_\_ Department \_\_\_\_\_

---

Give the names of three people, not relatives, who are familiar with your work.

Name \_\_\_\_\_

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

Name \_\_\_\_\_

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

Name \_\_\_\_\_

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

---

**PLEASE CAREFULLY READ THE FOLLOWING STATEMENT**

I certify that answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered **active** for a period of time not to exceed 30 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

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

\_\_\_\_\_  
Date

# Clarendon Memorial

*Caring for Generations*

TO: \_\_\_\_\_ DATE: \_\_\_\_\_

APPLICANT'S NAME: \_\_\_\_\_ SSN: \_\_\_\_\_

The above individual has applied for employment at **CLARENDON MEMORIAL HOSPITAL** and has given your name as a ( ) Former Employer ( ) Personal Reference. We would appreciate very much any information you may be able to provide to help us in determining the applicant's qualifications as \_\_\_\_\_ in our \_\_\_\_\_ department.

\_\_\_\_\_  
CMH Representative Signature Title

---

---

IN ACCORDANCE WITH THE PRIVACY ACT OF 1974, PUBLIC LAW 93-579,  
I authorize investigation of all matters contained in this form, including authority to request any educational transcript, and agree that if, in the judgment of the Hospital, any misrepresentation has been made by me on my Application for Employment or in a subsequently executed Medical Questionnaire, or the results of such investigation are not satisfactory, any offer of employment made by the Hospital may be withdrawn, or my employment may be terminated immediately, without any obligation or liability to me other than for payment at the rate agreed upon for services actually rendered.

\_\_\_\_\_  
Applicant's Signature Date

\*\*If records are under any name other than shown, please indicate: \_\_\_\_\_

### Work Reference

Date of Employment: From \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Last Position Held \_\_\_\_\_ Eligible for Re-Employment \_\_\_\_\_

If No, please explain \_\_\_\_\_

Work Evaluations: Ability \_\_\_\_\_ Attendance / Punctuality \_\_\_\_\_

Honesty \_\_\_\_\_ Reliability \_\_\_\_\_ Cooperation \_\_\_\_\_

Quality of Work \_\_\_\_\_ Quantity of Work \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Comments \_\_\_\_\_

---

### Personal Reference

How is applicant known by you (Instructor / Friend / Neighbor / etc ) \_\_\_\_\_

How long have you known applicant? \_\_\_\_\_ Do you believe applicant to be honest? \_\_\_\_\_

Personality & ability to get along with people \_\_\_\_\_

Strong personal characteristics or achievements \_\_\_\_\_

Do you know any reason we should not employ? \_\_\_\_\_

---

Signature: \_\_\_\_\_ Title (if applicable): \_\_\_\_\_ Date: \_\_\_\_\_