

APPLICATION FOR EMPLOYMENT

Haxtun Hospital District

We do not discriminate on the basis of race, color, religion, national origin, sex, age, disability, or any other status protected by law or regulation. It is our intention that all qualified applicants be given equal opportunity and that selection decisions be based on job-related factors.

NOTE: PLEASE ASK IF YOU NEED ASSISTANCE COMPLETING THIS APPLICATION.

TODAY'S DATE _____

LAST NAME _____ FIRST NAME _____ MIDDLE INITIAL _____

STREET ADDRESS _____ CITY _____ STATE _____ ZIP CODE _____

HOME OR MESSAGE PHONE () _____ WORK () _____ E-MAIL _____

STARTING WAGE/SALARY EXPECTATIONS? _____

For what position are you applying? _____ What date are you available to start work? _____

Shift(s) Available: Days • Evenings • Nights • Would you prefer to work: Full time • Part time • Temporary •

Will visa or immigration status prevent lawful employment? Yes • No • (Proof of right to work in the U.S. will be required if hired.)

Are you 18 years or older? Yes • No • (If no, employment is subject to minimum legal age requirements.)

Have you been convicted of a felony or released from prison within the past 10 years for an offense that may reasonably relate to the job duties of the position for which you are applying? A conviction may not necessarily disqualify you from employment. Yes • No •

If yes, please indicate the date and nature of the offense: _____

Do you have a Non-Compete, Non-Disclosure, or other agreement that might restrict your employment with us? Yes No

Have you ever previously applied to or been employed by this company? If yes, when? _____

How did you learn about this position opening? _____

EDUCATION				
	Name and Location of School	Years Completed	Did you graduate?	Degrees Received
High School				
College				
Trade, Business or Graduate school				

Were you known by any other name at any job or school listed on this application? If yes, what name(s)? _____

At which school(s)/employer(s) were you known by this other name? _____

SKILLS
• Supervision (yrs of experience) _____ Proficient with : • Excel • Word • Access • PowerPoint • Outlook
• Other computer skills/experience _____

Please indicate other skills related to the position you are seeking:

REFERENCES
List three individuals, not relatives, who are familiar with your work-related skills.
Name Address Telephone Years Acquainted
1. _____
2. _____
3. _____

EQUAL OPPORTUNITY EMPLOYER

EMPLOYMENT RECORD (INCOMPLETE APPLICATIONS CANNOT BE ACCEPTED)

Please list your employment history below beginning with the most recent employer, include U.S. military service.

If currently employed, may we contact your employer? Yes • No •

Employer _____ Type of business _____ Telephone () _____
City _____ State _____ Fax: () _____
Job Title _____ Supervisor _____ Telephone () _____
Dates Employed: From _____ To _____ Reason for leaving _____ Wage/Salary _____
Duties _____

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City _____ State _____ Fax: () _____
Job Title _____ Supervisor _____ Telephone () _____
Dates Employed: From _____ To _____ Reason for leaving _____ Wage/Salary _____
Duties _____

I certify that the information given by me is true and complete to the best of my knowledge. I understand that if I am employed, the discovery that I gave false information during the application process may result in immediate dismissal. I authorize the Company to which I am providing this application and/or Forté Human Resources to investigate all statements contained in this application and to request information about me from previous employers, educational institutions, and references. I expressly authorize my previous employers to provide information and opinions concerning my work and work habits. Further, I release all parties (including the Company and Forté Human Resources) and persons connected with any requests for information from all claims, liabilities, and damages for whatever reason, arising out of furnishing any information. If employed, I release the Company and Forté Human Resources from any liability for future references it may provide regarding my work history with the Company.

Due to the large number of applications that Forté Human Resources receives, I understand Forté Human Resources cannot guarantee that my application will be considered for any or all open positions they or the Company may have or that my application will be considered for any specific time.

In the event of employment, I understand that I am required to abide by all current and subsequently issued rules and regulations of the Company and that my employment and compensation may be terminated, at any time, with or without notice, by either party.

Signature of Applicant

Date