

# East-Central District Health Department

## Employment Application

**Date of Application**

Name (last, first, middle initial) \_\_\_\_\_ Social Security No. \_\_\_\_\_ Telephone No. \_\_\_\_\_  
 ( ) \_\_\_\_\_ ( ) \_\_\_\_\_

Other Telephone No. \_\_\_\_\_ E-mail Address \_\_\_\_\_ Address (include street, city, state, zip code) \_\_\_\_\_  
 ( ) \_\_\_\_\_

Please answer all questions. If the answer to any question is "No" or "None"; do not leave the item blank, write "No" or "None". This is important.

Do you have the right to work in the United States?  Yes  No

Are you 18 years old or older?  Yes  No

Have you ever worked for ECDHD before?  Yes  No  
 If yes, when? \_\_\_\_\_ What department(s)? \_\_\_\_\_

Do you have any relatives or friends who work for ECDHD?  Yes  No  
 If yes, what are their names? \_\_\_\_\_

Who referred you to our agency?  Newspaper  Agency  Relative/Friend  Other: \_\_\_\_\_

Are you a veteran?  Yes  No If yes, what branch? \_\_\_\_\_

Have you ever been convicted of any criminal offense other than a minor traffic violation? If no, please initial here: \_\_\_\_\_

If yes, please explain, including offenses for which convicted, dates, and location. (Convictions do not automatically bar employment. Nature, date, rehabilitation and relation with job sought will be considered).

I would be available to work  
**SCHEDULE:**  
 Full-Time  Day  
 Part-Time  Evening (some)  
 Temporary  Weekend (some)

Exact position(s) you are applying for: 1. \_\_\_\_\_ 2. \_\_\_\_\_

Rate of pay you expect: \$ \_\_\_\_\_ Date available to start work: \_\_\_\_\_

### CURRENT PROFESSIONAL REGISTRATION

Include driver's license ONLY IF applying for a position which requires driving. You must be able to provide a proof of license upon request.

Type:	License Number:	Expiration Date:	Granted By: (Licensing Board)	State:	Verified By: (Office use only)
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Has your license ever been suspended/revoked?  Yes  No If yes, date and reason: \_\_\_\_\_

### EDUCATION BACKGROUND

Elementary School Name/Location	Level Completed	Diploma/Degree	Major/Course of Study
	4 5 6 7 8		
High School Name/Location	Level Completed	Diploma/Degree	Major/Course of Study
	9 10 11 12		
College University Name/Location	Level Completed	Diploma/Degree	Major/Course of Study
	1 2 3 4		
Graduate/Professional School Name/Location	Level Completed	Diploma/Degree	Major/Course of Study
	1 2 3 4		

## EMPLOYMENT RECORD

List your present or most recent employer FIRST. Include military, volunteer, and unpaid work experiences. Account for all time, including periods of unemployment. If additional space is needed, please use blank paper. Resumes may be attached, but we also request that the following information be completed.

Are you employed at the present time?  Yes  No If yes, may we contact your present employer?  Yes  No

Employer:		Address:	
City:	State:	Zip	Phone: (    )
Job Title:	Salary:	Employed From:	To:

Primary Duty/Responsibilities:

Reason for Leaving:

Supervisor:	Title:
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Employer:		Address:	
City:	State:	Zip	Phone: (    )
Job Title:	Salary:	Employed From:	To:

Primary Duty/Responsibilities:

Reason for Leaving:

Supervisor:	Title:
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Employer:		Address:	
City:	State:	Zip	Phone: (    )
Job Title:	Salary:	Employed From:	To:

Primary Duty/Responsibilities:

Reason for Leaving:

Supervisor:	Title:
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Employer:		Address:	
City:	State:	Zip	Phone: (    )
Job Title:	Salary:	Employed From:	To:

Primary Duty/Responsibilities:

Reason for Leaving:

Supervisor:	Title:
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Employer:		Address:	
City:	State:	Zip	Phone: (    )
Job Title:	Salary:	Employed From:	To:

Primary Duty/Responsibilities:

Reason for Leaving:

Supervisor:	Title:
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## BUSINESS SKILLS

Typing? <input type="checkbox"/> Yes <input type="checkbox"/> No	Speed?  wpm	Other Skills
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What business machines can you operate?

List professional, trade, business or civic activities and offices held.  
You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status:

State any additional information you feel may be helpful to us in considering your application.

**NURSING APPLICANTS:** Please check if you have successfully completed any of the following:

<input type="checkbox"/> ACLS (exp. date): _____	<input type="checkbox"/> PALS (exp. date): _____
<input type="checkbox"/> CPR/BLS Cert. (exp. date): _____	<input type="checkbox"/> Other: _____
<input type="checkbox"/> NALS (exp. date): _____	<input type="checkbox"/> Other: _____

## REFERENCES (Please do not list relatives or past/present employers)

Name	Address	
E-mail Address	Phone # ( )	Fax # ( )

Name	Address	
E-mail Address	Phone # ( )	Fax # ( )

Name	Address	
E-mail Address	Phone # ( )	Fax # ( )

**PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING THIS APPLICATION FORM.  
 ECDHD RESERVES THE RIGHT TO REJECT  
 ANY APPLICATION WHICH HAS NOT BEEN FULLY COMPLETED.  
 A NEW APPLICATION WILL BE REQUIRED AFTER 6 MONTHS. PLEASE PRINT OR TYPE IN BLACK INK.**

1. I certify that the information contained in this application is complete and true to the best of my knowledge and that I have not knowingly withheld any facts or information which would affect my employment. I hereby authorize ECDHD or an agent of ECDHD to verify the information contained herein and to investigate my employment, education, personal history, criminal history, credit history, and motor vehicle operation history as applicable. I understand that any falsification or omission of material and/or information requested may result in denial of employment or termination if I am already employed. Upon my termination, I authorize the release of information on my work.
2. I understand that prior to my employment, I must pass a physical assessment, which will include a drug/alcohol screen and an essential functions assessment. I understand that the exam will be provided by ECDHD. Failure to pass this assessment will be grounds for denial of employment or termination if I am already employed.
3. ECDHD subscribes to a clean air policy. Smoking is not allowed anywhere inside the facilities, or on ECDHD property.
4. In accordance with the Drug-Free Workplace Act of 1988, it is the policy of ECDHD to provide a safe environment for clients employees and visitors. The illegal manufacture, possession, distribution or use of controlled substances by employees in the workplace is prohibited.
5. No person shall be denied employment or equal treatment in the administration of salary, benefits, opportunity for advancement or any other terms or conditions of employment because of race, religion, sex, age, national origin, disability, or veteran status.
6. If employed, I will comply with all rules and regulations for employees of ECDHD facilities. I understand and agree that neither this form, nor any other written policy or procedure of ECDHD and its facilities, shall constitute a contract of employment between ECDHD and myself for either a definite or indefinite period of time. I further understand that if employed, I may resign at any time and that ECDHD may terminate or modify the terms and conditions of my employment at any time.
7. I authorize any reference source to provide ECDHD with any and all information concerning my previous records, any pertinent information they may have, personal, or otherwise, and release parties from all liability for any damage that may result from furnishing to you.
8. I understand that weekend work, evening hours, or temporary changes may be required during my employment.

I HAVE READ AND AGREE TO THE ABOVE AND HEREBY CERTIFY THAT THE FACTS I HAVE PROVIDED IN MY EMPLOYMENT APPLICATION ARE TRUE AND COMPLETE.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**FOR PERSONNEL DEPARTMENT USE ONLY**

Arrange Interview	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date & Time _____
Remarks _____		Interviewer _____
Employed	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date of Hire _____
Job Class _____	Grade/Step _____	Department _____
By _____		Date _____

NOTES:  
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