



## Employment Application

### Personal Information

Date Completed: \_\_\_\_\_

Name (Last, First, MI)	
Street Address	
City, State, Zip	
Home Phone #	Work Phone #
Email Address	

### Employment Desired

Position applied for	
How did you hear about this position?	
Date available for work	Desired hours (full time, part time, etc.)

### Education

	School	Course of Study	Total Years of Study	Degree/Diploma
High School				
Undergraduate College				
Graduate/ Professional				
Other (specify)				

List any seminars, certificates, continuing education received:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Employment History



Below, please list all present and past employers, starting with the **most recent** employer. (Note: Please complete this section even if attaching a resume)

May we contact your current employer?  Yes  No

Employer		Start Date	End Date
Address			
City, State, Zip			
Phone Number	Fax Number	Supervisor	
Job position(s)			
Reason(s) for leaving			

Employer		Start Date	End Date
Address			
City, State, Zip			
Phone Number	Fax Number	Supervisor	
Job position(s)			
Reason(s) for leaving			

Employer		Start Date	End Date
Address			
City, State, Zip			
Phone Number	Fax Number	Supervisor	
Job position(s)			
Reason(s) for leaving			

### Additional Information



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Have you ever been employed with Summit Behavioral Health before?  Yes  No

If Yes, when? \_\_\_\_\_

Do you have any friends or relatives employed by Summit Behavioral Health?  Yes  No

If Yes, please provide their names and relationship to you: \_\_\_\_\_

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Are you currently employed?  Yes  No

Are you currently on "lay off" status and subject to recall?  Yes  No

If you are under 18 years of age, can you provide proof of your eligibility to work?  Yes  No

If hired, can you provide proof that you are legally authorized to work in the U.S.?  Yes  No

Are you able to perform all of the essential functions of the job for which you are applying with or without reasonable accommodation?  Yes  No

If driving is a requirement of the position you applied for, have you in the last 7 years been convicted of Driving Under the Influence "DUI"?  Yes  No

If hired, do you have reliable means of transportation to and from work?  Yes  No

If hired, would you be able to travel if needed?  Yes  No

If hired, would you be able to or work overtime if needed?  Yes  No

Have you ever been convicted of a felony or misdemeanor?  Yes  No

If Yes, please explain: \_\_\_\_\_

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**Please Note:** A criminal record does not constitute an automatic bar to employment and will be considered only as it substantially relates to the job in question.

## References



List below three persons not related to you who have knowledge of your work performance within the last 5 years

Reference #1

Name		Occupation
Company Name	Address	
Telephone	E-Mail	Relationship & Years acquainted

Reference #2

Name		Occupation
Company Name	Address	
Telephone	E-Mail	Relationship & Years acquainted

Reference #3

Name		Occupation
Company Name	Address	
Telephone	E-Mail	Relationship & Years acquainted

I understand that any offer of employment I receive is contingent upon my presentation of suitable documentation of my authorized work status, in compliance with state and federal law. I also understand that my employment is subject to the satisfactory completion of reference and background checks. All of the information provided on this application is correct. I understand that falsification of the information provided on this document may be used to disqualify my application or may be cause for termination of employment.

Signature: \_\_\_\_\_

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

Print Name: \_\_\_\_\_