



Application for Employment

CATEGORY: EMPLOYMENT PROCESS
NUMBER: 100.3

GENERAL

Name _____ Date _____

Address _____ City, State, Zip _____

Phone Number _____ Email Address _____

Type of employment desired Full-time Part-time Temporary On-call Please specify hours available _____

Position Desired _____ Salary Desired _____

How were you referred to us? Website Agency In-house posting Newspaper Employee Other

Have you previously been employed at Sea Mar? Yes No

Date of Employment _____ Position _____

Are you related to anyone currently employed at Sea Mar? Yes No

Nature of Relationship? _____

Can you perform the functions of the job for which you are applying without reasonable accomodations? Yes No

If no, please explain:

EDUCATION, TRAINING AND SKILLS

Please list the names of educational institutions you attended:

School	Location	Dates Attended	Degree

List other licenses or special training related to the position you are seeking

List professional societies, organizations, memberships, etc.
(Exclude those which indicate race, color, creed, religion, sex, or national origin.)

Indicate other skills or business machines you operate.
(Indicate typing speed, shorthand speed, and facility with hand tools.)

EMPLOYMENT HISTORY

Beginning with your present or last position, list the last three jobs you have held including a summary of major duties, activities, experience, etc. (Indicate military experience if job-related.) If you wish to list more than three jobs, please list them on a separate sheet.

If you have a resume, please attach it to the application.

Most Recent Employer

Is this your current employer? Yes No May we Contact? Yes No

Employer Name

Employed From

Employed To

Address

Phone

Type of Business

Supervisor

Starting Salary

Ending Salary

Job Title

Reason for Leaving

Brief Description of Duties

Next Most Recent Employer

May we Contact? Yes No

Employer Name

Employed From

Employed To

Address

Phone

Type of Business

Supervisor

Starting Salary

Ending Salary

Job Title

Reason for Leaving

Brief Description of Duties

Next Most Recent EmployerMay we Contact? Yes No

Employer Name	Employed From	Employed To
Address		Phone
Type of Business	Supervisor	
Starting Salary	Ending Salary	Job Title

Reason for Leaving

Brief Description of Duties

I understand that any offer of employment is contingent upon satisfactory results of a criminal background check which will be conducted after initial screening of job applicants. I also understand that any offer of employment is contingent upon clearance that I am not excluded from participation in federally-funded programs. I authorize investigation of all statements contained in this application for employment. I understand that misrepresentation or omission of facts called for hereon will be sufficient cause for cancellation of consideration for employment or dismissal from the agency's service if I have been employed. I agree that Sea Mar and my previous employers shall not be held liable in any respect if any employment offer is not tendered, is withdrawn, or my employment is terminated due to falsity of the statements and answers in this application form. If I am employed, I understand that additional personal data will be required for determination of benefit eligibility and for statistical purposes. I am advised that in compliance with the Fair Credit Reporting Act, a routine investigation may be made concerning my character, general reputation, personal characteristics, and mode of living. I have the right to make a written request, within a reasonable period of time, for a summary disclosure of the nature and scope of the investigation.

I HEREBY ACKNOWLEDGE THAT I HAVE READ AND UNDERSTOOD THE ABOVE STATEMENT.

 Signature (Acknowledgement)

 Date

All offers of employment shall be subject to satisfactory results of a criminal background check.

Equal Opportunity Employer: It is the policy of Sea Mar Community Health Centers not to discriminate against, or harass, any person employed or seeking employment or patient care with Sea Mar Community Health Centers on the basis of race, color, ethnicity, national origin, sexual orientation, sex, gender identity, religion, familial status, physical, mental or other disability, war veteran status or age.