

# APPLICATION FOR EMPLOYMENT



## HealthReach Community Health Centers

We consider applicants for all positions without regard to race, color, sex, age, national origin, religion, physical or mental disability, gender identity, or sexual orientation.

Position(s) Applied For

Location(s)

Date of Application

How did you learn about us?

If Website - which one? \_\_\_\_\_

If Advertisement- which publication? \_\_\_\_\_

If employee referral, please give name

Friend

Relative

Last Name

First Name

Middle Name

Address

City

State

Zip Code

Telephone Number(s)

Email Address

Best time to contact you at home is: \_\_\_\_\_ a.m. or \_\_\_\_\_ p.m.

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

Are you authorized to work in the United States? Yes No

(Proof of citizenship or immigration status will be required upon employment)

Have you ever filed an application with us before? Yes No

If yes, give date \_\_\_\_\_

Have you ever been employed with us before? Yes No

If yes, give date \_\_\_\_\_

Do any of your friends or relatives work here? Yes No

Are you currently employed? Yes No

May we contact your present employer? Yes No

Date available to work \_\_\_/\_\_\_/\_\_\_ What is your desired salary range? \_\_\_\_\_

Are you available to work:

Full-time

Per Diem

Part-time (please indicate Mornings Afternoons Evenings)

Temporary (please indicate dates available \_\_\_/\_\_\_/\_\_\_ - \_\_\_/\_\_\_/\_\_\_)

Can you travel if a job requires it?

Yes No

## EDUCATION

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|   | Name, City & State of School | Course of Study | Year of Degree | Diploma/Degree Received |
|---|------------------------------|-----------------|----------------|-------------------------|
| High School   |                              |                 |                |                         |
| Undergraduate College   |                              |                 |                |                         |
| Graduate College  |                              |                 |                |                         |
| Specialized Training, Apprenticeship, Skills, and Extra-curricular activities |                              |                 |                |                         |

## PROFESSIONAL REFERENCES

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1. \_\_\_\_\_  
*Name* *Phone#*

\_\_\_\_\_ *Address*

2. \_\_\_\_\_  
*Name* *Phone#*

\_\_\_\_\_ *Address*

3. \_\_\_\_\_  
*Name* *Phone#*

\_\_\_\_\_ *Address*

# EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, sex, age, national origin, religion, physical or mental disability, gender identity, or sexual orientation.

|             |                       |           |                       |
|-------------|-----------------------|-----------|-----------------------|
| 1. Employer | <b>Dates Employed</b> |           | <b>Work Performed</b> |
|             | <b>From</b>           | <b>To</b> |                       |
|             | Address               |           |                       |
|             | Telephone Number(s)   |           |                       |
|             | Job Title             |           |                       |
| Supervisor  | May We contact?       |           |                       |

**Reason for leaving**

|             |                       |           |                       |
|-------------|-----------------------|-----------|-----------------------|
| 2. Employer | <b>Dates Employed</b> |           | <b>Work Performed</b> |
|             | <b>From</b>           | <b>To</b> |                       |
|             | Address               |           |                       |
|             | Telephone Number(s)   |           |                       |
|             | Job Title             |           |                       |
| Supervisor  | May We contact?       |           |                       |

**Reason for leaving**

|             |                       |           |                       |
|-------------|-----------------------|-----------|-----------------------|
| 3. Employer | <b>Dates Employed</b> |           | <b>Work Performed</b> |
|             | <b>From</b>           | <b>To</b> |                       |
|             | Address               |           |                       |
|             | Telephone Number(s)   |           |                       |
|             | Job Title             |           |                       |
| Supervisor  | May We contact?       |           |                       |

**Reason for leaving**

|             |                       |           |                       |
|-------------|-----------------------|-----------|-----------------------|
| 4. Employer | <b>Dates Employed</b> |           | <b>Work Performed</b> |
|             | <b>From</b>           | <b>To</b> |                       |
|             | Address               |           |                       |
|             | Telephone Number(s)   |           |                       |
|             | Job Title             |           |                       |
| Supervisor  | May We contact?       |           |                       |

**Reason for leaving**

Please explain any period of time you were not working \_\_\_\_\_

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# SPECIAL SKILLS

Do you type? Yes No WPM \_\_\_\_\_

Working knowledge of computer software? Yes No

If yes, what programs?

| EHR           | Which Program? | _____ | _____        | _____    |
|---------------|----------------|-------|--------------|----------|
| Word          | Beginner       |       | Intermediate | Advanced |
| MS Excel      | Beginner       |       | Intermediate | Advanced |
| MS PowerPoint | Beginner       |       | Intermediate | Advanced |
| MS Access     | Beginner       |       | Intermediate | Advanced |
| Adobe         | Beginner       |       | Intermediate | Advanced |
| Other         |                | _____ |              |          |

Clinical Skills: RN/LPN/MA please check areas in which you have experience/certification

BCLS

Physician Office Practice

Pediatrics

Professional Memberships:

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Special skills applicable to the job for which you have applied:

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Office equipment you operate:

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List other job-related skills, including medical procedures you are qualified to perform:

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**List professional, trade, business or civic activities and offices held.**

You may exclude organizations which indicate race, color, sex, age, national origin, religion, physical or mental disability, gender identity, or sexual orientation

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*If you need additional space, please continue on a separate sheet of paper,*

**LICENSES** (If you are a licensed health care or dental provider)

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**Professional Licensure**

| License/Certification | State/License No. | Date/Year Issued | Expiration Date | Temporary | Permanent |
|-----------------------|-------------------|------------------|-----------------|-----------|-----------|
|                       |                   |                  |                 |           |           |
|                       |                   |                  |                 |           |           |
|                       |                   |                  |                 |           |           |

Has a state licensing authority ever revoked, suspended or placed conditions upon your professional license(s)?  
Yes No N/A

If yes, please explain circumstances and outcome: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever been investigated by, sanctioned by, or otherwise had your ability to participate as a provider in Medicaid, Medicare or other government sponsored health insurance program, been suspended, revoked, limited or terminated? Yes No N/A

If yes, please explain circumstances and outcome: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**OTHER REQUIRED INFORMATION**

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1. Have you ever been terminated from, or asked to resign from a previous position? Yes No

If yes, describe: \_\_\_\_\_

2. Have you ever been convicted of, or plead guilty to, or plead nolo contendere (no contest) to a crime, or are you presently charged with a crime? Yes No

If yes, describe: \_\_\_\_\_

3. Have you ever had a complaint filed against you of client abuse, neglect or misappropriation of client funds or property? Yes No

If yes, describe: \_\_\_\_\_

**Failure to list convictions at the time of application may result in rejection of application or dismissal if hired.**

# APPLICANT'S STATEMENT

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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 45 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

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***Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.***

*Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? A review of the activities involved in such a job or occupation has been provided.      Yes    No*

**Please f qy pmqcf 'qt 'l'cxg'vj k'l'ht o 'l'qt '{ qwt 'tgeqt f u'lpf 'go cl'bu'lp'lwcej o gpv'iq<t gt u'ppgnB j genj t gcej l'qti**

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## **HealthReach Community Health Centers**

*10 Water Street, Suite 305*

*Waterville, Maine 04901*

*207-872-5610 or Toll free in Maine 1-800-299-2460*