

Application for Employment Optimum Health Institute (“OHI”)

We consider applicants for all positions without regard to race, color, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status. However, we are a drug-free and smoke-free workplace. OHI may use the information given in the application to investigate the applicant's previous employment and background.

The Application for Employment will be considered inactive after 90 days. If you wish to be considered after that time, you must complete a new Application for Employment.

Directions: You must fully and accurately complete the Application for Employment. Incomplete applications will not be considered. If you do not have all information with you at this time (date, telephone numbers, addresses, etc.), please keep this application and return it when it is completed. **PLEASE PRINT CLEARLY.**

Personal Information

Date ____/____/____

Position for which you are applying: _____

Name

Last	First	Middle
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Other Name(s) Used:

Last	First	Middle
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Current Address:

Number & Street Name	From - To Residence Dates
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City	State	Zip Code
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Personal Information

**Previous Addresses for
the last 7 years:**

**(Attach a separate
sheet if necessary)**

Number & Street Name	From - To Residence Dates
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City	State	Zip Code
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Number & Street Name	From - To Residence Dates
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City	State	Zip Code
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Number & Street Name	From - To Residence Dates
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City	State	Zip Code
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Number & Street Name	From - To Residence Dates
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City	State	Zip Code
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Phone Numbers:

Home	Work/Ext.	Other
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Email Address:

**Were you a member of
the U.S. Armed Forces?**

yes no Branch: _____

Date of Duty from _____ to _____

Type of Separation/Discharge	Duties
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Employment Desired

Date you can start:	Salary Desired:	
Are you currently employed? <input type="checkbox"/> yes <input type="checkbox"/> no	If so, may we contact your present employer? <input type="checkbox"/> yes <input type="checkbox"/> no	
Have you ever applied to OHI? <input type="checkbox"/> yes <input type="checkbox"/> no	When?	Where?
Have you been employed with us before? <input type="checkbox"/> yes <input type="checkbox"/> no	When?	Position:
Are you related to a current employee? <input type="checkbox"/> yes <input type="checkbox"/> no	If so, please write the name of the employee?	
How did you hear about this position?	<input type="checkbox"/> Newspaper Ad	<input type="checkbox"/> Business Associate/ Friend
	<input type="checkbox"/> Internet Ad	<input type="checkbox"/> Other:
Can you travel if a job requires it?	<input type="checkbox"/> yes <input type="checkbox"/> no	

Professional Certifications

Please list all licenses or certificates you have (attach a separate sheet if necessary):

Type	Issuing Agency & State	Number	Initial Issue Date	Expiration Date

Education

	High School/GED	Undergrad. Education	Graduate or Professional Education	Other (Trade School, etc.)
Name & Address & Phone	Phone: _____	Phone: _____	Phone: _____	Phone: _____
Last year attended	9 10 11 12	1 2 3 4 Major: _____ Minor: _____	1 2 3 4 Major: _____ Minor: _____	1 2 3 4
	Graduate? <input type="checkbox"/> yes <input type="checkbox"/> no If not, do you have an equivalency certificate (e.g., GED)? <input type="checkbox"/> yes <input type="checkbox"/> no	Graduate? <input type="checkbox"/> yes <input type="checkbox"/> no _____ G.P.A Degree/ Course of Study:	Graduate? <input type="checkbox"/> yes <input type="checkbox"/> no _____ G.P.A Degree/ Course of Study:	Graduate? <input type="checkbox"/> yes <input type="checkbox"/> no Degree/ Course of Study:
Foreign Language	1 _____ 2 _____	<input type="checkbox"/> Speak <input type="checkbox"/> Speak	<input type="checkbox"/> Write <input type="checkbox"/> Write	<input type="checkbox"/> Read <input type="checkbox"/> Read

List Specialized Skills, Training, Apprenticeships and extra-curricular activities:

Employment History

Directions: Start by listing your most recent job. Include any job-related military service assignments and volunteer activities.

Employer's Name & Address _____	
Phone Number	_____
Employment Dates	<i>from</i> _____ <i>to</i> _____
Job Title	_____
Work Performed	_____ _____
Supervisor's name	_____
Hourly rate/salary	<i>Starting</i> _____ <i>Final</i> _____
Reason for leaving	_____
May we contact employer:	<input type="checkbox"/> yes <input type="checkbox"/> no <i>If no, why not?</i> _____

Employer's Name & Address _____	
Phone Number	_____
Employment Dates	<i>from</i> _____ <i>to</i> _____
Job Title	_____
Work Performed	_____ _____
Supervisor's name	_____
Hourly rate/salary	<i>Starting</i> _____ <i>Final</i> _____
Reason for leaving	_____
May we contact employer:	<input type="checkbox"/> yes <input type="checkbox"/> no <i>If no, why not?</i> _____

Employment History (Continued)

Employer's Name & Address	_____	
Phone Number	_____	
Employment Dates	from _____	to _____
Job Title	_____	
Work Performed	_____ _____	
Supervisor's name	_____	
Hourly rate/salary	Starting _____	Final _____
Reason for leaving	_____	
May we contact employer:	<input type="checkbox"/> yes <input type="checkbox"/> no <i>If no, why not?</i> _____	

Employer's Name & Address	_____	
Phone Number	_____	
Employment Dates	from _____	to _____
Job Title	_____	
Work Performed	_____ _____	
Supervisor's name	_____	
Hourly rate/salary	Starting _____	Final _____
Reason for leaving	_____	
May we contact employer:	<input type="checkbox"/> yes <input type="checkbox"/> no <i>If no, why not?</i> _____	

If more space is needed, please attach a separate sheet of paper.

General Information

If you are under age 18, can you provide proof of your eligibility to work?

yes no

Are you legally eligible to work in the United States?*

yes no

Have you ever been fired from a job?

yes no

If so, please explain:

Termination
Date:

Have you been convicted of a crime other than a minor traffic violation?

(Conviction will not necessarily disqualify an applicant from employment)

yes no

If yes, please explain:

Have you served time in a county, state, or federal correction institution?

If yes, please explain:

yes no

Do you smoke?

yes no

Do you believe in a benevolent, supreme being?

yes no

*All new hires must produce proof of identity and employment eligibility upon hire in accordance with the Immigration Reform and Control Act.

Professional References

Directions: List professional references that know your work. Do not include personal references.

Name of Person	Organization Name & Address	Position Held	Phone Number	Number of Years Known

Authorization

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.

I Agree **I Disagree**

I authorize investigation of all statements contained herein and the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release OHI from all liability for any damage that may result from utilization of such information.

I Agree **I Disagree**

I also understand and agree that no representative of OHI has any authority to enter into any agreement for employment for any specified period of time, or make any agreement to the contrary to the foregoing, unless it is in writing and signed by an authorized OHI representative.

I Agree **I Disagree**

This waiver does not permit the release or use of disability-related or medical information in a manner prohibited by the American's with Disabilities Act (ADA) and other relevant federal and state laws.

I Agree **I Disagree**

Signature: _____

Date: _____