

FORKS COMMUNITY HOSPITAL

We are An Equal Opportunity Employer

APPLICATION FOR EMPLOYMENT

INSTRUCTIONS: Please furnish all information requested on this form. We accept applications for positions which we have open, see job listing section. Applications may be downloaded, printed, completed and mailed or faxed to the Human Resources Dept.

POSITION APPLIED FOR _____

PERSONAL DATA

Name _____ / _____ / _____
Last First Middle Social Security Number

Present Address _____ () _____
Street City State Zip Phone Number

Permanent Address _____
(If other than above) Street City State Zip

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

Are you a military veteran? Yes No If yes, please list under Work Experience on page 3.

How did you learn about this position opening? Ad Friend Other _____

Have you any relatives employed here? Yes No If yes, please indicate names and position.

Have you been previously employed here? Yes No If yes, give dates _____

Have you been convicted of a criminal offense or been released from prison within the past ten (10) years? Yes No (A "yes" answer to this question will not necessarily bar the applicant from employment.) If yes, explain fully _____

Have you been debarred, excluded or otherwise ineligible for participation in federal health care programs? Yes No If yes, explain fully _____

OPTIONAL

List any foreign language(s) that you speak and check the box that best describes your skill level.

LANGUAGE READ / WRITE / SPEAK READ / WRITE READ / SPEAK READ ONLY SPEAK ONLY

Work Skills

LIST TRAINING AND / OR EXPERIENCE WHICH MAY QUALIFY YOU FOR THE POSITION(S) DESIRED: (MARK "T" IF YOU HAVE TRAINING IN THE SKILL, MARK "E" IF YOU HAVE EXPERIENCE IN THE SKILL, MARK "B" IF YOU HVE BOTH TRAINING AND EXPERIENCE.)

BUSINESS	GENERAL	PATIENT CARE
<input type="checkbox"/> Typing _____ W.P.M	<input type="checkbox"/> Floor Care (Manual)	<input type="checkbox"/> Sterile Technique
<input type="checkbox"/> Shorthand _____ W.P.M	<input type="checkbox"/> Floor Care (Machines)	<input type="checkbox"/> Vital Signs
<input type="checkbox"/> Transcription	<input type="checkbox"/> Linen Packing	<input type="checkbox"/> Pre-Op Preps
<input type="checkbox"/> Medical Terminology	<input type="checkbox"/> Autoclave	<input type="checkbox"/> Isolation Technique
<input type="checkbox"/> Bookkeeping	<input type="checkbox"/> Sterilizer (Steam/Gas)	<input type="checkbox"/> Catheterization
<input type="checkbox"/> Accounting	<input type="checkbox"/> Dishwasher (Manual)	<input type="checkbox"/> Coronary Care
<input type="checkbox"/> Ten-Key Adding	<input type="checkbox"/> Dishwasher (Industrial)	<input type="checkbox"/> Charting
<input type="checkbox"/> Calculator	<input type="checkbox"/> Sewing	<input type="checkbox"/> Monitor
<input type="checkbox"/> Key Punch	<input type="checkbox"/> Maintenance (General)	<input type="checkbox"/> Type _____
<input type="checkbox"/> Invoice/Inventory	<input type="checkbox"/> Maintenance (Craft)	<input type="checkbox"/> Intensive Care
<input type="checkbox"/> Reception	<input type="checkbox"/> Electrical _____	<input type="checkbox"/> Orthopedic
<input type="checkbox"/> Phone Switchboard	<input type="checkbox"/> Plumbing _____	<input type="checkbox"/> Pediatric
<input type="checkbox"/> Insurance Billing	<input type="checkbox"/> Building _____	<input type="checkbox"/> Geriatric
<input type="checkbox"/> Medicare/Medicaid	<input type="checkbox"/> Electronics _____	<input type="checkbox"/> Medical
<input type="checkbox"/> Word Processing	<input type="checkbox"/> Small Power Tools	<input type="checkbox"/> Surgical
<input type="checkbox"/> Software _____	<input type="checkbox"/> Driving	<input type="checkbox"/> Obstetrics
<input type="checkbox"/> Computers	Other: _____	<input type="checkbox"/> Oncology
<input type="checkbox"/> Data Entry		Other: _____
Other: _____		

Comments: _____

WORK AVAILABILITY

◇ Full-time ◇ Part-time ◇ Temporary ◇ On-Call If temporary or on-call, indicate when available:

Indicate shift(s) you will work:

◇ 1st shift – days ◇ 2nd shift – evenings ◇ 3rd shift – nights

Will you rotate shifts? ◇ Yes ◇ No Will you work weekends? ◇ Yes ◇ No

Indicate days you are available for work.

___ Monday ___ Tuesday ___ Wednesday ___ Thursday ___ Friday ___ Saturday ___ Sunday

JOB PERFORMANCE ABILITY

Given your knowledge, skills, education and experience, are you able to perform all the essential functions of the position for which you are applying, with or without reasonable accommodation, as set forth in the job description? ◇ Yes ◇ No

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EDUCATION

High School

Name, Location	Diploma or GED ◇ Yes ◇ No
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College or Schools after high school and any job related education or training in military service.

Name, Location	Academic Major, Skill or Trade	Dates Attended	Did you graduate?

WORK EXPERIENCE

List most recent employer first. Include at least past (5) years, and account for any time gaps in your employment history, including any military service. (Attach additional sheet if necessary.)

1. Name of employer, address	Dates employed (mo / yr) From To Final Salary \$	Name of Supervisor Phone# May we contact? ◇ Yes ◇ No
Your last job title and description		Reason for leaving:
2. Name of employer, address	Date employed (mo / yr) From to Final Salary \$	Name of Supervisor Phone# May we contact? ◇ Yes ◇ No
Your last job title and description		Reason for leaving:
3. Name of employer, address	Date employed (mo / yr) From to Final Salary \$	Name of Supervisor Phone# May we contact? ◇ Yes ◇ No
Your last job title and description		Reason for leaving:
4. Name of employer, address	Date employed (mo / yr) From to Final Salary \$	Name of Supervisor Phone# May we contact? ◇ Yes ◇ No
Your last job title and description		Reason for leaving:

Did you work for any of the above employers under a different name? If so, please circle which one(s) 1 2 3 4

Give previous name _____

ATTENDANCE

Do you now have or do you anticipate having any activities, commitments or responsibilities that may prevent you from meeting your work attendance requirements? Yes No

If yes, please explain _____

PROFESSIONAL REGISTRATION / LICENSURE

Type of Registration or License	State	Number	Date of Expiration

If you do not have a required registration or license, have you applied for one? Yes No
 If an examination is required, what date are you scheduled to take the examination? _____
 If not licensed in Washington State, have you applied for reciprocity? Yes No
 Have you ever had a professional registration/license revoked, suspended or restricted?
 Yes No

If yes, explain fully _____

I certify the information set forth in this Application for Employment is true and complete to the best of my knowledge. I understand that, if employed, falsified statements on this application or failure to furnish all requested information shall be considered sufficient cause for my dismissal.

I understand my employment shall be contingent upon proof of identity and verification of eligibility for employment in the United States in accordance with the Immigration Reform and Control Act of 1986. I further understand that my employment is contingent upon the checking of references furnished by me.

I consent to and authorize this employer and its personnel to request any information concerning my previous employment record as indicated on this Application for Employment. I hereby release all parties and persons connected with any request for information from all claims, liabilities, and damages for whatever reason arising out of furnishing such job related information.

Signature of Applicant

Date