**Application for Employment**

**Submit to: Human Resources**

**5123 Old Plank Road • Onondaga, MI 49264**

**jobs@highfields.org**

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| Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department. |

Full Name:       Date of application:

Address:       City:       State:       ZIP Code:

Telephone #:       Mobile/ Other #:       E-mail Address:

Position(s) applied for:       Referral Source (How did you hear about us?):

Have you ever been employed here before? If **yes**, give dates and positions:       [ ]  Yes [ ]  No

Are you legally eligible for employment in this country? [ ]  Yes [ ]  No

Date available for work:       What is your desired salary range?

Type of employment desired: [ ]  Full-time [ ]  Part-time [ ]  Temporary [ ]  Voluntary

Driving may be required in the position for which you are applying. Do you have a valid license? [ ]  Yes [ ]  No

Answering “yes” to the following question does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account.

Have you ever pled “guilty” or “no contest” to, or been convicted of a misdemeanor and/or felony? [ ]  Yes [ ]  No

Pursuant to the compliance program, home health agency policies 42 U.S.C. 1320a-7(i), prohibit the employment of individuals who have been recently convicted or a criminal offense related to health care or who are listed as debarred excluded or otherwise ineligible for participation in Federal health care programs. In addition, pending the resolution of any criminal charges or proposed debarment or exclusion.

If **yes**, please provide date(s) and details:

**Educational Background**

Starting with your most recent school attended, provide the following information:

|  |  |  |  |
| --- | --- | --- | --- |
| **School (include City & State)** | **Years****Completed** | **Completed** | **Major/Minor** |
|       |       | [ ]  Diploma [ ]  GED[ ]  Degree      [ ]  Certification      [ ]  Other       |       |
|       |       | [ ]  Diploma [ ]  GED[ ]  Degree      [ ]  Certification      [ ]  Other       |       |
|       |       | [ ]  Diploma [ ]  GED[ ]  Degree      [ ]  Certification      [ ]  Other       |       |

**Employment History**

Starting with your most recent employer, provide the following information:

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| --- | --- | --- |
| Employer       | Telephone #       | Dates employed:       |
| Street Address      | City      | State      | **Compensation (starting)** |
| Starting job title/Final job title      | [ ]  Hourly [ ]  Salary  | $      per      |
| Immediate supervisor and title      | May we contact?      | **Compensation (Final)** |
| Why did you leave?      | [ ]  Hourly [ ]  Salary  | $      per      |
| Summarize the type of work performed and job responsibilities:      | Commission/Bonus/Other Compensation $      |
| What did you like most about your position?      |
| What were the things you liked least about the position?      |
|  |  |  |
| Employer       | Telephone #       | Dates employed:       |
| Street Address      | City      | State      | **Compensation (starting)** |
| Starting job title/Final job title      | [ ]  Hourly [ ]  Salary  | $      per      |
| Immediate supervisor and title      | May we contact?      | **Compensation (Final)** |
| Why did you leave?      | [ ]  Hourly [ ]  Salary  | $      per      |
| Summarize the type of work performed and job responsibilities:      | Commission/Bonus/Other Compensation $      |
| What did you like most about your position?      |
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| Starting job title/Final job title      | [ ]  Hourly [ ]  Salary  | $      per      |
| Immediate supervisor and title      | May we contact?      | **Compensation (Final)** |
| Why did you leave?      | [ ]  Hourly [ ]  Salary  | $      per      |
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| Street Address      | City      | State      | **Compensation (starting)** |
| Starting job title/Final job title      | [ ]  Hourly [ ]  Salary  | $      per      |
| Immediate supervisor and title      | May we contact?      | **Compensation (Final)** |
| Why did you leave?      | [ ]  Hourly [ ]  Salary  | $      per      |
| Summarize the type of work performed and job responsibilities:      | Commission/Bonus/Other Compensation $      |
| What did you like most about your position?      |
| What were the things you liked least about the position?      |
|  |  |  |
| Employer       | Telephone #       | Dates employed:       |
| Street Address      | City      | State      | **Compensation (starting)** |
| Starting job title/Final job title      | [ ]  Hourly [ ]  Salary  | $      per      |
| Immediate supervisor and title      | May we contact?      | **Compensation (Final)** |
| Why did you leave?      | [ ]  Hourly [ ]  Salary  | $      per      |
| Summarize the type of work performed and job responsibilities:      | Commission/Bonus/Other Compensation $      |
| What did you like most about your position?      |
| What were the things you liked least about the position?      |

**Skills and Qualifications**

Summarize any special training, skills, licenses and/or certificates that may assist you in performing the position for which you are applying:

**Computer Skills (Check the appropriate boxes. Include software titles and years of experience.)**

[ ]  Word Processing:       Years:       [ ]  E-Mail:       Years:

[ ]  Spreadsheet:       Years:       [ ]  Internet:       Years:

[ ]  Presentation:       Years:       [ ]  Other:       Years:

**References**

List name and telephone number of three business/work references who are *not* related to you and are *not* previous supervisors. If not applicable, list three school or personal references who are *not* related to you.

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| --- | --- | --- | --- | --- |
| **Name** | **Title** | **Relationship** **to You** | **Telephone** | **Number of****Years Known** |
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**Applicant Statement**

I certify that all information I have provided in order to apply for and secure work with this employer is true, complete and correct.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and education institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

I understand that this application remains current for only 60 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to reapply.

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer’s president.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (1) eliminate me from further consideration for employment, or (2) may result in my immediate discharge from the employer’s service, whenever it is discovered.

**Equal Opportunity Employer**

Highfields, Inc. is an Equal Opportunity Employer. Highfields, Inc. ensures equal employment opportunities regardless of race, religion, color, citizenship, national origin, age, gender, height, weight, sexual orientation, marital status, family status, veteran’s status, genetic information, disability, or any other characteristic protected by local, state and federal laws.

**DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.**

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

**Signature of Applicant Date \_\_**