

PATTON – FULLER COMMUNITY HOSPITAL

APPLICATION FOR EMPLOYMENT FORM

An Equal Opportunity Employer

Patton-Fuller Community Hospital (PFCH) is an equal opportunity employer. We do not discriminate regardless of race, color, religion, creed, marital status, gender, national origin, age, sexual orientation, disability or any other basis that would be prohibited by law.

PERSONAL DATA:

Name:

Coffin Cristi
Last First Middle Init.

Address: 912 East Oakland

City: Kelsey

State: _____

Zip Code: _____

Telephone: Day: 555-0136 **Night:** Same

Have you ever applied for a position at PFCH? Yes No

If yes, when did you apply and for what position?

Have you ever been employed by PFCH? Yes No

If yes, when and what position?

Have you ever been convicted of a felony? Yes No

Applicants are not required to disclose expunged or sealed records of arrest or conviction

Do you have any relatives currently employed by PFCH? Yes No

If yes: name, relationship and position held:

What position are you applying for? CNA **Salary expected:** Min. Wage

Date Available: Any time

Are you legally eligible for employment in the USA? Yes No

Note: Verification of eligibility for employment will be required

How did you find out about this job? A friend

Are you applying for: Full-time Part-time Permanent Temporary

What shift(s) are you available to work? Days Evenings Nights

If required can you work: Saturdays Sundays Holidays Overtime

After reviewing the job description, are you able to perform the essential functions of your job? Yes No *If no: Are there any reasonable accommodations that would allow you to perform the essential functions of the job? Please describe:* _____

Please list any License/Registrations/Certifications

(You will be asked to produce these documents at time of interview if applicable to the position applying for.)

Have you ever been (1) denied or (2) been suspended or had revoked any licenses/certification/registration? Yes No *If yes please explain:*

EDUCATION:

High School

Name Kelsey High School
City/State Kelsey
Area of Study _____
Dates Attended _____
Did you graduate? 1993
Degree H.S. Diploma

Vocational

Name Rosen Vocational School
City/State Kelsey
Area of Study Nurses Aide
Dates Attended 1997 - 1999
Did you graduate? Yes (1999)
Degree Certification

College

Name _____
City/State _____
Area of Study _____
Dates Attended _____
Did you graduate? _____
Degree _____

College

Name _____
City/State _____
Area of Study _____
Dates Attended _____
Did you graduate? _____
Degree _____

Graduate

Name _____
City/State _____
Area of Study _____
Dates Attended _____
Did you graduate? _____
Degree _____

Other

If you are clinical, list your areas(s) of interest or specialization.

Any

List any computer, business, software or industrial equipment that you operate:

Word, Excel, PowerPoint

Language Skills other than English:

Language: _____ **Speak Read Write** Fair Good Fluent
(Circle all applicable)

Language: _____ **Speak Read Write** Fair Good Fluent
(Circle all applicable)

Language: _____ **Speak Read Write** Fair Good Fluent
(Circle all applicable)

Membership in Professional or Civic Organizations: (exclude those that may disclose your race, religion or national origin)

EMPLOYMENT HISTORY:

Beginning with your current or most recent employer list the past 5 positions

Name of Employer: Dr. Rolland Rasmus
Address of Employer: 706 W. Main St., Suite B
Phone: 555-0152
Position Held: Office Assistant
Supervisor Name and phone: Rolland Rasmus, M.D.
Employment Dates: Feb. 1999 - Present
Full -Time **Part-time** **Number of hours worked per week:** 40
Starting Salary: \$8.15 **Ending Salary:** \$8.75
Reason for Leaving: I want to work in a hospital
Key Job Duties and Responsibilities: Call-in patients, vital signs and weight, general duties

Name of Employer: The Shops At The Tenney
Address of Employer: Baderman Island Resort, Kelsey
Phone: 555-0160
Position Held: Sales Clerk
Supervisor Name and phone: Mammie Hofferber
Employment Dates: 1996 - 1999
Full -Time **Part-time** **Number of hours worked per week:** 40
Starting Salary: \$7.50 **Ending Salary:** \$8.10
Reason for Leaving: Got my CNA
Key Job Duties and Responsibilities: Retail sales

Name of Employer: The Shops At The Tenney
Address of Employer: Baderman Island Resort, Kelsey
Phone: 555-0160
Position Held: Stock Clerk
Supervisor Name and phone: Mammie Hofferber
Employment Dates: 1994 - 1996
Full -Time **Part-time** **Number of hours worked per week:** 40
Starting Salary: \$6.50 **Ending Salary:** \$6.98
Reason for Leaving: Promoted to Sales Clerk
Key Job Duties and Responsibilities: Receiving merchandise, Recording inventory levels, Stocking shelves

Name of Employer: _____
Address of Employer: _____
Phone: _____
Position Held: _____
Supervisor Name and phone: _____
Employment Dates: _____
Full -Time **Part-time** **Number of hours worked per week:** _____
Starting Salary: _____ **Ending Salary:** _____
Reason for Leaving: _____
Key Job Duties and Responsibilities: _____

Personal References: *List four reference who may attest to your character & ability*

NAME	ADDRESS City/State/Zip	TELEPHONE Home/Work	RELATIONSHIP & Years Acquainted
Hermila Bend	919 E. Oakland Kelsey	555-0156	Co-worker 15 years
Courtney Bitar	2431 Jump St. Kelsey	555-0144	Friend 10 years
Vaughn Desiyatnikov	412 Pike St. Kelsey	555-0196	Co-worker 5 years
Jeramy Clegg	1117 Legend Rd. Kelsey	555-0183	Co-worker 2 years

YOU WILL BE CONTACTED FOR AN INTERVIEW IF YOUR SKILLS AND QUALIFICATIONS MEET THE REQUIREMENTS OF THE JOB DESCRIPTION FOR THE POSITION IN WHICH YOU ARE APPLYING AND THE POSITION IS OPEN TO BE FILLED AT THE TIME OF THIS APPLICATION REVIEW.

THIS APPLICATION WILL BE MAINTAINED ON FILE IN THE HUMAN RESOURCES DEPARTMENT FOR A PERIOD OF ONE YEAR, IF YOU WISH TO BE CONSIDERED FOR EMPLOYMENT AFTER ONE YEAR, YOU WILL NEED TO COMPLETE ANOTHER EMPLOYMENT APPLICATION.

By my signature below I authorize Patton-Fuller Community Hospital to investigate all statements contained in this application and to contact all references listed both personnel and employer. I give authorization for all references listed both personal and employer to provide any and all information concerning my previous employment and other pertinent information they may have. I release all persons contacted from any and all damages and liability that may result from information they provide to Patton-Fuller Community Hospital.

I understand that completion of a job application is not an entitlement of a job interview, that Patton-Fuller Community Hospital retains the sole right to contact, interview and hire at will so long as it does not violate the Equal Employment Opportunity Laws.

In consideration of employment, I further agree to abide by all policies and procedures of Patton-Fuller Community Hospital as in place at time of hire or as revised or added during my employment. I understand

and accept that the terms and conditions of employment may be changed with or without notice, at any time by Patton-Fuller Community Hospital.

I certify that I have read and understand the preceding paragraphs. I further attest that the information I have provided in the application is true and complete to the best of my knowledge. I understand that any false information, omissions of information, misrepresentations of facts may be cause for the denial of my application or if employed may result in my immediate dismissal.

If this form is electronically submitted, the date must be present and the named typed in the Signature line. If contacted and requested to appear for an interview I understand that I must write in my signature before the interview is conducted.

DATE: September 24, 2001 SIGNATURE: Cristi Coffin