

Open Door Community Health Centers Application for Employment

Please read carefully. Applications and resumes are accepted for position currently available. ODCHC is committed to afford all qualified individuals an equal opportunity to pursue employment and advancement opportunities. There shall be no discrimination against any person or group based upon race, color, religion, sexual orientation, national origin, sex, age, disability, or veteran status. Please print and answer all questions on both sides of this application. If one does not apply, insert N/A.

General Information

Last name _____ First name _____ Middle initial _____ Social Security # _____
Street address _____ City _____ State _____ Zip _____
Home phone (____) _____ Message phone (____) _____ Email _____
Have you the legal right to work in the US? yes no All persons, upon hiring, must provide valid authorization to work in the United States.
Have you, since the age of 18 or within the last 7 years (whichever is more recent) ever been convicted of a felony? yes no If yes, please describe briefly (conviction will not necessarily disqualify you from employment) _____
Have you ever been employed at ODCHC before? yes no If yes, please state location, dates, and position held _____
Reason for leaving _____

Employment Interests

Position applying for _____ Wage/salary desired _____ Date available _____
Available for full time part time temporary summer
Where did you hear about the position you are applying for? _____

Have you been informed of, understand, and have the ability to perform the essential functions of the job with or without accommodation? yes no
Any applicant with a disability who needs reasonable accommodation in any step of the hiring process to assist him/her to demonstrate his/her qualifications to perform the essential functions of the job for which the applicant is applying should inform the Human Resources Director.

Education and Skills

High school _____ Name _____ City _____ State _____ Major subject _____ Degree/diploma _____
College _____
Graduate school _____
Business, trade, or other education _____
Please list licenses, certificates, and describe any special training _____
Languages other than English: _____ Skill Level: Beginner Intermediate Advanced

Military Service

US military service duties _____ Branch _____ Highest rank held _____ Reserve status _____
Special training _____

Employment History (Beginning with your present or last position, complete for ten years of employment)

Employer _____	Supervisor _____	Wage/salary _____
Address _____	City _____ State _____	Phone (____) _____
Dates employed From _____ To _____	Position held _____	Reason for leaving _____
Duties _____		
Employer _____	Supervisor _____	Wage/salary _____
Address _____	City _____ State _____	Phone (____) _____
Dates employed From _____ To _____	Position held _____	Reason for leaving _____
Duties _____		
Employer _____	Supervisor _____	Wage/salary _____
Address _____	City _____ State _____	Phone (____) _____
Dates employed From _____ To _____	Position held _____	Reason for leaving _____
Duties _____		

Professional References (List three people who are qualified to evaluate your employment performance, preferably supervisors; do not include relatives)

Name _____	Name _____	Name _____
Address _____	Address _____	Address _____
Phone (____) _____	Phone (____) _____	Phone (____) _____
Occupation _____	Occupation _____	Occupation _____
Years known _____	Years known _____	Years known _____

Initials and Signature

Please read and initial the following statements carefully before signing this application. Only those applications that are assigned and dated are considered valid.

I authorize any person, school, current employer (except as expressly noted), past employer, and organizations named in this application form and accompanying resume or other documentation, if any, to provide ODCHC with relevant information and opinion, personal or otherwise, that may be useful in making a hiring decision. I release ODCHC and all parties from all liability for any damage that may result from furnishing information and opinion to ODCHC.

I understand that all offers of employment are conditioned upon my providing satisfactory documentary proof of my identity and legal right to live and work in the United States.

In consideration of employment, I agree to obey the rules and standards of ODCHC. I understand that nothing contained in this application or in the interview process is intended to create a contract between ODCHC and myself for either employment or for the providing of any benefits. I agree that my employment is at-will and the terms of employment may be changed with or without cause and with or without notice, including but not limited to termination, demotion, promotion, transfer, compensation, benefits, duties, location, or work, at any time, for any reason, at the option of myself or ODCHC. This constitutes my entire agreement with ODCHC with regard to the length of my employment.

I hereby acknowledge that I have read the above statements and understand them. I certify that I, the undersigned applicant, have personally completed this application. I declare under penalty of perjury that the facts contained in this application, resume, or other documents submitted are true and complete to the best of my knowledge. I understand that any misrepresentations or omissions will disqualify me from further consideration for employment, and will be justification for my dismissal from employment, if discovered at a later date.

Applicant signature _____ **Date** _____