



# Application for Employment

## Northlake Behavioral Health System

We appreciate your interest in working with us. The Company is an Equal Opportunity Employer that does not discriminate on the basis of age, sex, sexual orientation, race, color, creed, religion, ethnicity, national origin, alienage or citizenship, disability, marital status, military or veteran status or any other legally-recognized, protected basis under federal, state or local laws, regulations or ordinances. It is our intention that all qualified applicants be given equal opportunity and that selection decisions be based on job-related factors.

Please answer each question fully and accurately. No action can be taken on this application until you have answered all questions. Use blank paper if you do not have enough room on this application. PLEASE PRINT, except for signature on last page of application. This application shall be active for 30 days.

### General Information

Last name		First name		Middle name	Contact Phone	Today's date
Street address		City		State	Zip	Social Security #
Position(s) applying for		Desired salary/hourly wage		Date available for employment	How were you referred to us?	List any other names used if different from the name on this application
Type of employment desired <input type="radio"/> Full-time <input type="radio"/> Part-time <input type="radio"/> Temporary	I can work any shift <input type="radio"/> Yes <input type="radio"/> No If no, what shift CAN'T you work?	Are you 18 years of age or older? <input type="radio"/> Yes <input type="radio"/> No If you are hired, you may be required to submit proof of age	If hired, can you furnish proof you are legally eligible to work in the United States? <input type="radio"/> Yes <input type="radio"/> No	Have you ever applied for a position with the Company before? <input type="radio"/> Worked <input type="radio"/> Applied If yes, when and where?	List cities/states you've resided in for the past 7 years	

Please list any friends or relatives currently working or that have previously worked for the Company/this Community:

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### Education and Training

Name and location of school		Years completed	Graduated?	Degree or diploma
High school or GED	Name		<input type="radio"/> Yes <input type="radio"/> No	
College or university	Name	Course of study	<input type="radio"/> Yes <input type="radio"/> No	
Vocational or technical	Name	Course of study	<input type="radio"/> Yes <input type="radio"/> No	

### Professional License or Certification

Type of License/Certification	License/Certification Number(s)	State Issued In	Expiration Date

### Employment History (List last employer first, including U.S. Military Service.)

<b>#1</b>	Name of employer		Address (City/State/Zip code)		
	Position/title		May we contact <input type="radio"/> Yes If yes, phone # <input type="radio"/> No		
	Summary of work duties	Supervisor's name	Employed from (mo/yr)  Employed to (mo/yr)	Salary starting \$ Salary ending \$	Reason for leaving
<b>#2</b>	Name of employer		Address (City/State/Zip code)		
	Position/title		May we contact <input type="radio"/> Yes If yes, phone # <input type="radio"/> No		
	Summary of work duties	Supervisor's name	Employed from (mo/yr)  Employed to (mo/yr)	Salary starting \$ Salary ending \$	Reason for leaving
<b>#3</b>	Name of employer		Address (City/State/Zip code)		
	Position/title		May we contact <input type="radio"/> Yes If yes, phone # <input type="radio"/> No		
	Summary of work duties	Supervisor's name	Employed from (mo/yr)  Employed to (mo/yr)	Salary starting \$ Salary ending \$	Reason for leaving
<b>#4</b>	Name of employer		Address (City/State/Zip code)		
	Position/title		May we contact <input type="radio"/> Yes If yes, phone # <input type="radio"/> No		
	Summary of work duties	Supervisor's name	Employed from (mo/yr)  Employed to (mo/yr)	Salary starting \$ Salary ending \$	Reason for leaving

## References

<p>Have you worked or attended school under any other names?  <input type="radio"/> Yes  <input type="radio"/> No</p> <p>If yes, give names:</p>	<p>Are you presently employed?  <input type="radio"/> Yes  <input type="radio"/> No</p> <p>If yes, whom do you suggest we contact?</p>	<p>Have you ever been terminated or asked to resign from a job?  <input type="radio"/> Yes  <input type="radio"/> No</p> <p>If yes, please explain:</p>
<p><b>Work Related References:</b></p>		
Name of Company	Title	Business telephone
Name of Company	Title	Business telephone
Name of Company	Title	Business telephone

## Applicant's Acknowledgment and Authorization

**PLEASE READ EACH STATEMENT CAREFULLY BEFORE SIGNING.**

I certify that all information provided in this employment application is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my dismissal if discovered at a later date.

I understand that the Company/this Community will check the references provided in this application, including my former employers, supervisor and schools. I authorize these individuals, companies and institutions to furnish the Company/this Community with any information they have about me, and I release and hold them and the Company/this Community harmless from any liability or damage whatsoever with respect to the release or use of this information.

Dependent upon state requirements, I understand I will be required to submit other background-related information so that various background checks can be conducted, including, but not limited to: criminal history, fingerprint clearance, proof of licensure, etc. I understand that if I am selected for hire (or receive an offer of employment), I may be required to submit to pre-employment, post-accident, reasonable cause or random drug and alcohol test, as a condition of employment in accordance with applicable state law. I authorize the Company/this Community to have access to this information.

If the Company/this Community hires me, I agree to comply with all company policies, procedures and management directives. I will be given and asked to read a copy of the Company's Employee Handbook, which is a compilation of current policies, not an employment contract, which can be changed at anytime, with or without notice.

I understand that if I am extended an offer of employment it may be conditioned upon my successfully passing a complete pre-employment physical examination. I consent to the release of any or all medical information as may be deemed necessary to judge my capability to do the work for which I am applying.

**I UNDERSTAND THAT THIS APPLICATION OR SUBSEQUENT EMPLOYMENT DOES NOT CREATE A CONTRACT OF EMPLOYMENT NOR GUARANTEE EMPLOYMENT FOR ANY DEFINITE PERIOD OF TIME. IF EMPLOYED, I UNDERSTAND THAT I HAVE BEEN HIRED AT THE WILL OF THE EMPLOYER AND MY EMPLOYMENT MAY BE TERMINATED BY ME OR THE COMPANY AT ANY TIME, WITH OR WITHOUT CAUSE AND WITH OR WITHOUT NOTICE, AND THAT NO ONE AT THE COMPANY/THIS COMMUNITY HAS THE AUTHORITY TO MAKE EXCEPTIONS TO THIS "AT WILL" RULE EXCEPT IN A WRITTEN AGREEMENT SIGNED BY AN OFFICER OF THE COMPANY.**

## Criminal History Information

**ALL APPLICANTS:** Before you answer the Criminal History Question and sign the Acknowledgement at the bottom of the page, read through the State Instructions for both the state in which you live, and the state in which you are applying for work.

## State Instructions

**CALIFORNIA:** You should answer "No Record" with respect to any conviction for a marijuana offense if the conviction occurred more than two years prior to the date this application is completed. In addition, do not provide any information regarding a referral to and participation in any pre-trial or post-trial diversion program.

**ILLINOIS:** You are not required to disclose sealed or expunged records of conviction or arrest.

**ALL STATES:** You are not required to disclose anything concerning criminal matters that occurred in Juvenile Court.

## Criminal History Question

Using the "State Instructions" on the prior page, please answer the following question. Note that a conviction will not necessarily disqualify you from employment.

Please note "conviction" or "convicted" shall include any judgment of conviction by the court, and any case where you entered a plea of "guilty," "no contest," "nolo contendere," or any plea where you acknowledge there was sufficient evidence to find you guilty of the offense.

1. Have you ever been convicted of a felony, which has not been expunged or sealed by a court?

Yes  No  No Record .

You should answer "No Record" if a conviction has been sealed or expunged or otherwise statutorily eradicated.

2. Have you ever been convicted of any criminal offense for a crime of dishonesty? Examples of such crimes include

but are not limited to: fraud, embezzlement, forgery, passing back checks, and theft.

Yes  No  No Record .

You should answer "No Record" if a conviction has been sealed or expunged or otherwise statutorily eradicated.

3. Have you ever been convicted of any criminal offense for a personal injury crime? Examples of such crimes include but are not limited to: assault, battery, domestic violence, false imprisonment, abuse, and neglect.

Yes  No  No Record .

You should answer "No Record" if a conviction has been sealed or expunged or otherwise statutorily eradicated.

If you checked "Yes," please explain below (and on another piece of paper if necessary). A criminal conviction will not necessarily be a barrier to employment. To help us evaluate your application, please give the date and nature of the offense and your subsequent rehabilitation.

**I have read and understand the Applicant's Acknowledgment and Authorization.**

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

APPLICANT'S PRINTED NAME: \_\_\_\_\_

**THE COMPANY/THIS COMMUNITY IS AN EQUAL OPPORTUNITY EMPLOYER.**