



Hospice of Humboldt
 3327 Timber Fall Court
 Eureka, CA 95503-4894
 Ph. (707) 445-8443
 Fax (707) 445-2299

Employment Application

Hospice of Humboldt is a drug free workplace.

Hospice of Humboldt is an equal opportunity employer and makes employment decisions on the basis of merit. Race, color, creed, sex, religion, marital status, age, national origin or ancestry, physical or mental disability, medical condition, or sexual orientation are not factors in employment, promotion or compensation.

Please print

Name (First, MI, Last) _____

Address _____

Home phone _____ Mobile phone _____

Email address _____

Position desired: _____

When can you work? _____ FT PT Weekends Nights

Have you ever applied to work for Hospice of Humboldt before? Yes No

If yes, when and what position applied for or held? _____

If not included on your resume, complete the following

School/Institution	City, State	Degree Obtained

License/Certificates	Date received	Date Expires

List all employment for the past 5 years or since leaving school, starting with your most recent position. Please indicate if we can contact the employer for a reference.

From/To	Employer's Name/Address	Job duties	Reason for leaving	Ref?

List any volunteer experience you feel may be pertinent. Please indicate if we can contact the agency for a reference.

From/To	Agency's Name/Address	Volunteer duties	Reason for leaving	Ref?

Do you have other talents, skills, or interests that would enhance your performance as a Hospice Team Member?

If hired, would you have a reliable means of transportation to and from work? No Yes

Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation? No Yes

If not, please explain _____

Pre-Employment Screening

Pre-employment screening/background checks will be performed on all job applicants. The level of screening depends on the position applied for and may include the following:

Age and Employment Eligibility Verification – all employees

If you are under 18 years of age, hire is subject to verification of minimum legal age.

Are you at least 18 years old? No Yes

If hired, federal law requires that Hospice of Humboldt verify your eligibility to work via completion of Form I-9.

Are you a U.S. citizen or do you have a legal right to live and work in this country? No Yes

References – all employees

We will call references for all job applicants. Please List three persons not related to you who have knowledge of your work performance.

Name	Phone #	Relationship

Fingerprints – all employees

All successful job applicants will be fingerprinted upon hire. This background check will reveal state and federal felony convictions. A conviction does not necessarily disqualify you from employment at Hospice of Humboldt, depending on the date of the conviction and the crime committed.

Have you ever been convicted of a felony? No Yes -- give full details

Drug Screening – all employees

Hospice of Humboldt is a Drug Free Workplace. All employees must agree to pre-employment drug and alcohol screening. Passing a drug and alcohol test is a condition of employment.

Education, Certification, and License

If the position you are applying for requires a specific educational degree, a certification or a professional license, Hospice of Humboldt will verify that you have the proper qualifications.

DMV Driver Record - Level 2 employees

Employees who are required to drive as a part of their job duties must submit a DMV Driver Record of driving history. It can be obtained at the DMV office for a fee of \$5.00 or online at www.dmv.ca.gov for a fee of \$2.00. Disqualifications from employment include:

In the last three (3) years:

- More than two moving violations.
- More than one at fault accident.
- Using false or fictitious registration, plates or drivers' license.
- Leaving the scene of an accident.
- Driving on a suspended drivers' license.

In the last five (5) years:

- Driving under the influence.
- Reckless driving resulting in bodily injury or death.
- Murder, assault or negligent homicide with a motor vehicle.
- Theft of a motor vehicle or related incidents.

Driver's License and Car Insurance - Level 2 employees

Employees who are required to drive as a part of their job duties must have a valid California Driver's License and have reliable transportation and maintain their own care insurance as described on the Authorization to use Privately Owned Vehicle.

Certifications and Releases

Read carefully, initial each paragraph and sign below. If you have any questions regarding the following statement, please ask your job interviewer before signing.

_____ I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be ground for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

_____ I hereby authorize Hospice of Humboldt to thoroughly investigate my references, work record, education, and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to Hospice of Humboldt any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release Hospice of Humboldt my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

_____ I understand that nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and Hospice of Humboldt. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either Hospice of Humboldt or me, and that no promises or representations contrary to the foregoing are binding on Hospice of Humboldt unless made in writing and signed by me and Hospice of Humboldt's designated representative.

_____ Should a search of public records (including records documenting an arrest, indictment, conviction, civil judicial action, tax lien or outstanding judgment) be conducted by internal personnel employed by Hospice of Humboldt, I am entitled to copies of any such public records obtained by Hospice of Humboldt.

Signature

Date