

# OAK KNOLL

Healthcare  Center

9 Arbetter Drive, Framingham, MA 01701 • (508) 877-3300

## APPLICATION FOR EMPLOYMENT

Oak Knoll Healthcare Center offers equal employment opportunity to all applicants for employment and all employees regardless of sex, sexual orientation, age, race, color, religion, national origin, ancestry, veteran status, military service, disability, or any other status protected by applicable law. An applicant who does not meet the minimum qualifications of the position(s) for which the applicant applies will not be considered for employment.

(Please Print Clearly)

### Employment Desired

Date of Application: \_\_\_\_\_ Date Available: \_\_\_\_\_

Position: \_\_\_\_\_  Full Time  Part Time  Temporary **Shift:**  Days  Evenings  Nights

Have you ever worked for any Whittier Health Network facility before?  Yes  No If yes:

Facility: \_\_\_\_\_ Position: \_\_\_\_\_ Date: \_\_\_\_\_

### Personal Information

Name: \_\_\_\_\_

Present Address: \_\_\_\_\_ Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_ Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Other phone numbers where you may be reached: Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

May we contact you by email?  Yes  No If yes, email address: \_\_\_\_\_

Are you 18 years of age or older?  Yes  No If No, please provide appropriate working permit.

Are you legally authorized to work in the United States?  Yes  No (If yes, you will be required to submit proof if hired.)

Will you now or in the future require sponsorship for employment visa status? (e.g., H-1B visa status)  Yes  No

How did you become aware of the position for which you are applying? (Please give individual or source): \_\_\_\_\_

Please list any relatives employed by the Company: \_\_\_\_\_

### Education and Training

	Name of School	Location (City, State)	Courses Taken	Completed	Type of Degree or Certificate Received
Grammar or Grade School				<input type="checkbox"/> No <input type="checkbox"/> Yes	
High School				<input type="checkbox"/> No <input type="checkbox"/> Yes	
College				<input type="checkbox"/> No <input type="checkbox"/> Yes	
Vocational or Business				<input type="checkbox"/> No <input type="checkbox"/> Yes	
Other				<input type="checkbox"/> No <input type="checkbox"/> Yes	

### Professional Licenses and/or Certificates

Type	Organization or State Issued	Date Issued	Number
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If not received, have you applied for endorsement or registered to take the State Board Exam?  Yes  No When \_\_\_\_\_

Has your license, certification or registration ever been revoked, suspended or restricted in any way?  Yes  No

If yes, please explain: \_\_\_\_\_

**Work Experience**

List all of your places of employment beginning with the most recent. You may include work performed on a volunteer basis. Please account for any time period between positions when you were not working. The Company may contact any of these persons or entities to obtain an employment reference.

EMPLOYER \_\_\_\_\_ POSITION \_\_\_\_\_  
 ADDRESS \_\_\_\_\_ WAGE \_\_\_\_\_  
 \_\_\_\_\_ EMPLOYED FROM \_\_\_\_\_ TO \_\_\_\_\_  
 TELEPHONE \_\_\_\_\_ REASON FOR LEAVING \_\_\_\_\_  
 SUPERVISOR \_\_\_\_\_  
 May we contact for a reference: Yes \_\_\_\_ No \_\_\_\_ After offer \_\_\_\_

EMPLOYER \_\_\_\_\_ POSITION \_\_\_\_\_  
 ADDRESS \_\_\_\_\_ WAGE \_\_\_\_\_  
 \_\_\_\_\_ EMPLOYED FROM \_\_\_\_\_ TO \_\_\_\_\_  
 TELEPHONE \_\_\_\_\_ REASON FOR LEAVING \_\_\_\_\_  
 SUPERVISOR \_\_\_\_\_  
 May we contact for a reference: Yes \_\_\_\_ No \_\_\_\_ After offer \_\_\_\_

EMPLOYER \_\_\_\_\_ POSITION \_\_\_\_\_  
 ADDRESS \_\_\_\_\_ WAGE \_\_\_\_\_  
 \_\_\_\_\_ EMPLOYED FROM \_\_\_\_\_ TO \_\_\_\_\_  
 TELEPHONE \_\_\_\_\_ REASON FOR LEAVING \_\_\_\_\_  
 SUPERVISOR \_\_\_\_\_  
 May we contact for a reference: Yes \_\_\_\_ No \_\_\_\_ After offer \_\_\_\_

Have you ever been discharged from a position? Yes \_\_\_\_ No \_\_\_\_ If yes, please provide details, including when and reason for discharge: \_\_\_\_\_

If your former employment, references, or education are under a name other than indicated on front of application, please indicate below.

Name(s) \_\_\_\_\_

Are you on the Office of Inspector General List of Excluded Individuals / Entities?  Yes  No

Conviction of a criminal offense will not necessarily preclude your employment.

Have you ever been convicted of a felony?  Yes  No If Yes, please explain. \_\_\_\_\_

*An applicant for employment with a sealed record on file with the commissioner of probation may answer "no record" with respect to an inquiry herein relative to prior arrests, criminal court appearances or convictions. In addition, any applicant for employment may answer "no record" with respect to any inquiry relative to prior arrests, court appearances and adjudication in all cases of delinquency or as a child in need of services which did not result in a complaint transferred to the superior court for criminal prosecution. An applicant for employment with a sealed record on file with the commissioner of probation may answer "no record" with respect to any inquiry relative to prior arrests or criminal court appearances.*

**Application Statement****CERTIFICATION**

(PLEASE READ CAREFULLY AND SIGN)

I affirm that the information provided in conjunction with the application process, including the information provided on this Application for Employment and any resume submitted is true, accurate and complete to the best of my knowledge and that I have withheld nothing that would, if disclosed, affect this application unfavorably.

I authorize the Company to investigate all information pertinent to my application for employment in order to determine my qualifications for employment, which may include contacting former and current employers or any other person or entity listed on this application. I authorize all persons and entities having information relevant to my application to provide that information to the Company and I agree to hold harmless the Company and all those providing information to the Company from any liability arising out of or as the result of the request for, provision of, or use of such information. I also understand that as a condition of employment I will be required to, and hereby consent to, an Office of Inspector General check, a criminal record background check, substance abuse test, and a pre-employment medical examination. I understand that any offer of employment may be rescinded or my employment terminated if my references are inadequate or unacceptable to the Company, or if the results of my Office of Inspector General check, criminal record background check, substance abuse test or pre-employment medical examination are unsatisfactory. I further understand that if I am hired by the Company, I must abide by all the rules and policies of the Company which, other than the at-will employment policy, may be changed without notice at the discretion of the Company.

I understand that completion of this Application for Employment does not assure me of a position with the Company. I also understand that neither this application nor any other document constitutes a contract of employment for a specific term and that any employment relationship that may be established will be at-will, and may be terminated at any time for any reason or no reason by me or the Company. I understand that any omission, misrepresentation, or falsification in conjunction with this application process may be grounds for denial of employment, or, if hired, immediate termination of employment.

While the Company does not require or request applicants or employees to take a lie detector test, Massachusetts law requires the following notice: *It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability.*

BY MY SIGNATURE, I ACKNOWLEDGE THAT I HAVE READ OR HAVE HAD READ TO ME AND UNDERSTAND THE FOREGOING AND SO AUTHORIZE AND RELEASE THE COMPANY.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_