Parkway Center
APPLICATION FOR EMPLOYMENT

An EQUAL OPPORTUNITY EMPLOYER

(PLEASE PRINT CLEARLY)

PERSONAL INFORMATION

Date of Application _____ Date Available _____

Name _____ Social Security # _____

Address _____ Telephone # _____
Street City State Zip Code

Have you filed an application with this company before? ☐ Yes ☐ No

Have you ever been employed with this company before? ☐ Yes ☐ No

If yes, give date: _____

Are you currently employed? ☐ Yes ☐ No

If yes, may we contact your present employer? ☐ Yes ☐ No

Have you been convicted of a felony within the last 7 years? ☐ Yes ☐ No
(Conviction will not necessarily disqualify applicant from employment. Illinois applicants: Under Illinois law, applicants are not obligated to disclose sealed or expunged records of conviction or arrest.)

If yes, please explain: _____

Are you prevented from lawfully becoming employed in this country because of visa or immigration status? ☐ Yes ☐ No
(Proof of citizenship or immigration status will be required upon employment.)

EMPLOYMENT DESIRED

Position(s) Applied For _____

When are you available to work? ☐ Full Time ☐ Part Time ☐ On Call

If employed and under 18 years of age, can you furnish a work permit? ☐ Yes ☐ No

Are you available to work:

Weekends	☐ Yes	☐ No
Holidays	☐ Yes	☐ No

Do you have responsibilities that would limit your availability? ☐ Yes ☐ No

If yes, please explain: _____

EDUCATION

	Elementary	High	College/ University	Vocational/ Business
School Name				
Years Completed	4 5 6 7 8	9 10 11 12	1 2 3 4	1 2 3 4
Diploma/Degree				
Describe Course Of Study				

Honors Received: _____

List professional, trade, business or civic activities and offices held. (You may exclude memberships that would reveal sex, race, religion, national origin, age, ancestry, disability or other protected status.)

_____

_____

REFERENCES

Give name, address and telephone numbers of three references who are not related to you and are not previous employers.

1. Name: _____ Telephone: _____

   Address: _____

2. Name: _____ Telephone: _____

   Address: _____

3. Name: _____ Telephone: _____

   Address: _____

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include military service assignments and volunteer activities. (You may exclude organization names that would reveal sex, race, religion, national origin, age, ancestry, disability or other protected status.)

Employer: ______________________	Dates Employed: From _______ To _______
Position Held: ______________________	Work Performed: ______________________
Address: ______________________	______________________
Phone: ______________________	______________________
Supervisor's Name: ______________________	______________________
Reason For Leaving: ______________________	______________________

Employer: ______________________	Dates Employed: From _______ To _______
Position Held: ______________________	Work Performed: ______________________
Address: ______________________	______________________
Phone: ______________________	______________________
Supervisor's Name: ______________________	______________________
Reason For Leaving: ______________________	______________________

Employer: ______________________	Dates Employed: From _______ To _______
Position Held: ______________________	Work Performed: ______________________
Address: ______________________	______________________
Phone: ______________________	______________________
Supervisor's Name: ______________________	______________________
Reason For Leaving: ______________________	______________________

If you need additional space, please continue on a separate sheet of paper.

Applicant's Statement

I certify that answers given herein are true and complete to the nest of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 180 days. If I wish to be considered for employment beyond this time period, I understand that I need to inquire as to whether or not applications are being accepted at that time.

I understand that neither this document nor any offer of employment from this employer constitutes an employment contract unless a specific document to that effect is executed by the employer and me in writing.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

_____

Signature of Applicant Date

THIS SECTION FOR INSTITUTION AND INTERVIEWERS' USE ONLY

Interviewer	Date	Comments

REFERENCE AND PRIOR EMPLOYMENT CHECK

Individual Contacted	Results of Check

FOR PERSONNEL OFFICE USE

Hired _____ Department _____ Position _____

Salary _____ per hour / year Starting Date _____

State of Illinois
Illinois Department of Public Health

Health Care Worker Background Check

Authorization and Disclosure for Criminal History Records Information (CHRI) Check

I hereby authorize the Illinois Department of Public Health (the Department), the Department's designee, educational entities that train and/or test health care workers, staffing agencies, my current or potential employer, or a health care facility where I want to volunteer to initiate/request a CHRI check on me. I further authorize the Illinois State Police (ISP) and/or the Federal Bureau of Investigation (FBI) to release information and photographs relative to the existence or nonexistence of any criminal record, which it might have concerning me, to any initiator/requestor solely to determine my suitability for training or testing in a health care training program, employment, continued employment, or to work as a volunteer. I further authorize any entity that maintains criminal records and photographs relating to me, including but not limited to a local unit of government in any State, to release those records and photographs to the ISP, FBI, or the Department. I authorize the Department to provide any health care facility, training program or staffing agency, to which I have provided this authorization and disclosure form, a copy of my ISP CHRI and a determination of eligibility of the FBI CHRI. I certify that the ISP, FBI, any entity that maintains criminal records and photographs, the Department, and any of their employees or officers who furnish this information shall be held harmless from all liability, which may be incurred as a result of releasing such information. I further acknowledge that a educational entity or a health care employer shall not be liable for the failure to hire or retain me as an applicant, student, employee, or volunteer if I have been convicted of committing or attempting to commit one or more of the offenses stated in the Health Care Worker Background Check Act (225 ILCS 46/25).

I understand that any false statements or deliberate omissions on this document may be grounds for disqualification from employment, training, or volunteering, if discovered after employment, training, or volunteering begins, and can result in discipline up to and including my termination of employment, being a volunteer, or a student.

I understand that the information requested below regarding gender, race, height, eye color, hair color, weight, place of birth and date of birth is for the sole purpose of identification and the accurate gathering of the criminal history record information, and that it will not be used to discriminate against me in violation of the law. I understand that the provision of my Social Security number is required by law. A facsimile or photographic copy of this authorization will be as valid as the original.

First Name _____ Full Middle Name _____ Last Name _____

Mailing Address _____ City: _____ State: _____ Zip Code _____

Other Names Used _____ Telephone _____ - _____ - _____

States Where Ycu Have Lived? _____

☐ Male ☐ Female Race _____ Height _____ Weight _____ Date of Birth _____ Social Security Number _____

(Enter a letter from below)

Hair Color _____ Eye Color _____ Place of Birth _____

Race	A	Chinese, Japanese, Filipino, Korean, Polynesian, Indian, Indonesian, Asian Indian, Samoan, or any other Pacific Islander.
	B	Black or African American (Not Hispanic or Latino)
	H	Hispanic or Latino (Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin)
	I	American Indian, Eskimo, or Alaskan native, or a person having origins in any of the 48 contiguous states of the United States or Alaska who maintains cultural identification through tribal affiliation or community recognition.
	U	Of undeterminable race. Of Untold mixture.
	W	Caucasian (not Hispanic or Latino)

Have you ever had an administrative finding of Abuse, Neglect or Theft? ☐ Yes ☐ No If "Yes," give full details and state. Continue on back if more space is needed.

Have you ever been convicted of a criminal offense other than a minor traffic violation (do not include convictions that have been expunged, sealed or adjudicated delinquent)? ☐ Yes ☐ No If "Yes," give full details of each offense and the state in which convicted. Continue on back if more space is needed.

I certify that the above is true and correct and give my consent for my name to appear on Department's Health Care Worker Registry with the results of my criminal history records check.

_____ _____
(Signature) (Date)

As the parent or guardian of the above named individual, who is younger than the age of 17, I give my consent for this named individual to have a criminal history records check.

_____ _____
(Signature of Parent or Guardian when applicable) (Date)

Health Care Worker Registry, 525 W. Jefferson St., Springfield, IL 62761 Phone: 217-785-5133

***** ALL FIELDS MUST BE COMPLETED OR APPLICATION WILL NOT BE PROCESSED*****