



Employment Application

Please return application form to the
Human Resources Department.

101 Willmar Avenue SW • Willmar, MN 56201-3591
320-231-5000 • 1-888-225-6580 • www.acmc.com

Date of Application: _____

LAST NAME		FIRST NAME	MIDDLE NAME	SOCIAL SECURITY #	
OTHER NAMES YOU HAVE USED TO IDENTIFY YOURSELF (FOR REFERENCE PURPOSE ONLY)					
CURRENT MAILING ADDRESS	STREET		CITY	STATE	ZIP CODE
PERMANENT ADDRESS (IF DIFFERENT FROM ABOVE)					
PHONE NUMBER			OTHER NUMBERS WHERE YOU MAY BE CONTACTED		
BEST TIME TO CONTACT YOU AT HOME _____ <input type="checkbox"/> A.M. <input type="checkbox"/> P.M.			MAY WE CONTACT YOU AT WORK? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, WORK NUMBER AND BEST TIME TO CALL () _____ <input type="checkbox"/> A.M. <input type="checkbox"/> P.M.		

HOW WERE YOU REFERRED TO OUR ORGANIZATION?	HAVE YOU BEEN EMPLOYED HERE BEFORE? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, give dates: from _____ to _____
DATE AVAILABLE TO START WORK	ARE YOU LEGALLY AUTHORIZED TO WORK IN THE UNITED STATES? <input type="checkbox"/> No <input type="checkbox"/> Yes
WILL YOU NOW OR IN THE FUTURE REQUIRE SPONSORSHIP BY AFFILIATED COMMUNITY MEDICAL CENTERS, PA FOR EMPLOYMENT AUTHORIZATION IN THE UNITED STATES? <input type="checkbox"/> No <input type="checkbox"/> Yes (Explain)	
HAVE YOU EVER BEEN CONVICTED OF, OR ENTERED A PLEA OF GUILTY OR NO-CONTEST TO, A FELONY? ** <input type="checkbox"/> No <input type="checkbox"/> Yes (Explain)	

****THIS INFORMATION MAY BE CONSIDERED IN HIRING OR JOB PLACEMENT, BUT WILL NOT AUTOMATICALLY DISQUALIFY YOU FOR EMPLOYMENT.**

WORK PREFERENCE

POSITION APPLYING FOR OR TYPE OF WORK YOU ARE INTERESTED IN	SALARY EXPECTED
EMPLOYMENT INTEREST IS: <input type="checkbox"/> FULL TIME <input type="checkbox"/> TEMPORARY <input type="checkbox"/> PART TIME <input type="checkbox"/> SUMMER	DATE AVAILABLE TO START WORK
GEOGRAPHIC REQUIREMENTS-Circle the affiliate location(s) you are interested in working. All Atwater Benson Granite Falls Litchfield Marshall New London Redwood Falls Willmar	

All applicants are encouraged to submit a resume for previous employment listing.

EDUCATIONAL RECORD

SCHOOL	NAME & LOCATION	COURSE OF STUDY	CHECK YEAR COMPLETED				DID YOU GRADUATE?		CERTIFICATE/ DEGREE RECEIVED
			1	2	3	4	YES	NO	
HIGH									
TECHNICAL									
COLLEGE									
COLLEGE									
HONORS RECEIVED INCLUDING SCHOLASTIC AND HONORARY ORGANIZATIONS TO WHICH YOU WERE ELECTED OR APPOINTED									
EXTRACURRICULAR ACTIVITIES IN WHICH YOU ACTIVELY PARTICIPATED PLEASE INDICATE ANY OFFICES HELD**									

**Applicant need not disclose any activities which might reveal them as a member of a protected class.

LICENSES AND/OR CERTIFICATIONS

NURSES, MEDICAL TECH, X-RAY TECH, ETC.	
<p>CURRENT NUMBER: _____</p> <p><input type="checkbox"/> LICENSE</p> <p><input type="checkbox"/> CERTIFICATE</p> <p><input type="checkbox"/> REGISTRATION</p>	<p>OCCUPATION _____</p> <p>STATUS OF LICENSE _____</p> <p>EXPIRATION DATE _____</p> <p>STATE ISSUED: _____ DATE: _____</p>

OTHER QUALIFICATIONS

SUPERVISORY EXPERIENCE

EXPLAIN NATURE OF SUPERVISION

OTHER TRAINING AND EXPERIENCE

DESCRIBE ANY TRAINING, EXPERIENCE OR QUALIFICATIONS (NOT PREVIOUSLY COVERED) THAT MIGHT BE OF INTEREST

EMPLOYMENT HISTORY

LIST MOST RECENT FIRST

COMPANY NAME		FROM		TO		STARTING SALARY
		MO.	YEAR	MO.	YEAR	
						ENDING OR CURRENT SALARY
JOB TITLE	CITY STATE					
SUPERVISOR'S NAME	TELEPHONE NUMBER () -	REASON FOR LEAVING				MAY WE CONTACT THIS EMPLOYER
BRIEF JOB DESCRIPTION					<input type="checkbox"/> Yes, Immediately <input type="checkbox"/> Yes, At a Later Date <input type="checkbox"/> No, Do Not Contact	

COMPANY NAME		FROM		TO		STARTING SALARY
		MO.	YEAR	MO.	YEAR	
						ENDING OR CURRENT SALARY
JOB TITLE	CITY STATE					
SUPERVISOR'S NAME	TELEPHONE NUMBER () -	REASON FOR LEAVING				MAY WE CONTACT THIS EMPLOYER
BRIEF JOB DESCRIPTION					<input type="checkbox"/> Yes, Immediately <input type="checkbox"/> Yes, At a Later Date <input type="checkbox"/> No, Do Not Contact	

COMPANY NAME		FROM		TO		STARTING SALARY
		MO.	YEAR	MO.	YEAR	
						ENDING OR CURRENT SALARY
JOB TITLE	CITY STATE					
SUPERVISOR'S NAME	TELEPHONE NUMBER () -	REASON FOR LEAVING				MAY WE CONTACT THIS EMPLOYER
BRIEF JOB DESCRIPTION					<input type="checkbox"/> Yes, Immediately <input type="checkbox"/> Yes, At a Later Date <input type="checkbox"/> No, Do Not Contact	

COMPANY NAME		FROM		TO		STARTING SALARY
		MO.	YEAR	MO.	YEAR	
						ENDING OR CURRENT SALARY
JOB TITLE	CITY STATE					
SUPERVISOR'S NAME	TELEPHONE NUMBER () -	REASON FOR LEAVING				MAY WE CONTACT THIS EMPLOYER
BRIEF JOB DESCRIPTION					<input type="checkbox"/> Yes, Immediately <input type="checkbox"/> Yes, At a Later Date <input type="checkbox"/> No, Do Not Contact	

COMPANY NAME		FROM		TO		STARTING SALARY
		MO.	YEAR	MO.	YEAR	
						ENDING OR CURRENT SALARY
JOB TITLE	CITY STATE					
SUPERVISOR'S NAME	TELEPHONE NUMBER () -	REASON FOR LEAVING				MAY WE CONTACT THIS EMPLOYER
BRIEF JOB DESCRIPTION					<input type="checkbox"/> Yes, Immediately <input type="checkbox"/> Yes, At a Later Date <input type="checkbox"/> No, Do Not Contact	

REFERENCES

LIST AT LEAST 3 REFERENCES WHO ARE NOT RELATIVES OR EMPLOYERS:

NAME	RELATIONSHIP/TITLE	MAILING ADDRESS	TELEPHONE

APPLICANT’S STATEMENT

I certify that all information I have provided is true, complete and correct.

I understand that any information provided by me that is found to be false, incomplete or misrepresented, will be cause to (i) cancel further consideration of this application, or (ii) immediately discharge me from the employer’s service, whenever it is discovered.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representative, for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute contract for employment for any specified period or definite duration. I understand that no representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer’s president.

I further understand that an offer of employment is conditional based on proper employment authorization, favorable background verification, ability to perform the essential functions of the job (with or without reasonable accommodations) and passing a pre-employment drug screen.

Minnesota law prohibits smoking in medical facilities, therefore the applicant agrees to refrain from tobacco products within the facility, surrounding grounds, or company owned vehicles.

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand and accept all terms as stated above.

SIGNATURE OF APPLICANT _____ **DATE** _____

Affiliated Community Medical Centers, P.A.
INFORME Y AUTORIZACION PARA LA INVESTIGACION DE ANTECEDENTES

(disclosure and authorization regarding background check)

En la consideración de su solicitud de empleo o para hacer otras decisiones de empleo, Affiliated Community Medical Centers ("ACMC") puede solicitar a que una agencia de los reportes del consumidor prepara un informe del consumidor o un reporte investigativo del consumidor ("un reporte investigativo") con respecto a Usted. Además, ACMC puede independientemente hacer investigaciones sobre su pasado. El reporte del consumidor, el reporte investigativo y/o el investigación de antecedentes, se pueden incluir, pero no es limitado a, información con respecto a su historial de crédito, convicciones criminales, historial de empleo, educación, entrenamiento, expedientes de vehículo motorizado, referencias personales, cualquier dato proporcionado en esta solicitud o durante el proceso de la entrevista.

1. Al firmar este informe, usted esta consintiendo a las clínicas de ACMC de obtener un reporte del consumidor y/o un reporte investigativo del consumidor sobre usted y además esta consintiendo a las clínicas de ACMC de hacer independientemente una investigación de antecedentes. Su falta o denegación de consentimiento será considerado por ACMC en la evaluación de su solicitud de empleo o para otras decisiones de empleo.
2. En este informe, Usted esta notificado de su derecho de recibir una copia del reporte del consumidor y/o el reporte investigativo obtenido de ACMC. Señalando el cuadrado que se encuentra seguido de este informe, Usted puede pedir gratuitamente una copia de cualquier reporte del consumidor o reporte investigativo, si ya se encuentra preparado.
3. De acuerdo con la Ley Federal del Reporte de Créditos, si requiere un reporte investigativo, (a) Usted tiene derecho de pedir a ACMC un reporte que le informe de manera precisa la naturaleza y el ámbito de cualquier reporte requerido, (b) se la ha proporcionada con un sumario escrito de sus derechos bajo de la Ley Federal del Reporte de Créditos junto con esta forma de Autorización, y (c) Usted tiene el derecho de obtener una copia del reporte si Usted proporciona un identificación adecuada y dirigiendo una solicitud escrita al "Verified Credentials, Inc" (20890 Kenbridge Court, Lakeville, MN 55044. 1-800-473-4934) o señalando el cuadrado posterior.

Yo, por la presente, autorizo a los individuos apropiados, entidades, instituciones, o agencias de difundir la información, y les libero de cualquier responsabilidad por el resultado de tales investigaciones o revelaciones. Además, yo comprendo y suspendo mi derecho de privacidad en esta investigación. Firmando este reconocimiento siguiente, libero a ACMC y a su agente "Verified Credentials, Inc." de toda responsabilidad en relación a esto, que se puedan derivar de tales reportes del consumidor y/o reportes del consumidor investigativos y/o investigaciones de antecedentes.

Yo, por la presente, certifico que todas las afirmaciones y respuestas he proporcionado en conexión a mi aplicación de empleo con ACMC (ej. en mi aplicación, carta de introducción y/o currículo) son verdaderos y completados a mi entender, y entiendo que si cualquier afirmación y/o respuestas llegan a resultar falsas, engañosas, o si alguna información ha sido omitida, tales afirmaciones u omisiones pueden ser causa de un rechazo de mi solicitud o terminación del empleo si ya estoy empleado.

Apellido Legal	Primer Nombre Legal	Segundo Nombre Legal
-----------------------	----------------------------	-----------------------------

Dirección

Ciudad	Estado	Código Postal
---------------	---------------	----------------------

Favor de enlistar los estados y ciudades adicionales en los que haya vivido en los últimos 7 años:

Favor de enlistar cualquier otro nombre que haya usado en los últimos 7 años:

Numero de Licencia de Conducir	Estado Expedido	Fecha de Expiración	Fecha de Nacimiento
---------------------------------------	------------------------	----------------------------	----------------------------

Yo autorizo una fotocopia de este informe para ser aceptado con la misma autoridad como el original y si empleado por la anterior mencionada compañía este informe se quedará en efecto durante todo tal empleo.

Firma	Número de Seguro Social	Fecha
--------------	--------------------------------	--------------

Yo deseo recibir una copia de cualquier reporte del consumidor/investigativo requerido por ACMC.

Si esta empleado ahora: Puede comunicarse con mi patrón actual: Sí NO