



APPLICATION FOR EMPLOYMENT

Northeast Georgia Heart Center

Northeast Georgia Heart Center (NGHC) is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, color, religion, age, genetic information, sex, national origin, disability, veteran status or any other basis protected by applicable law.

**This application for employment is good for 30 days only.
Consideration for employment after 30 days requires a new application.**

PERSONAL INFORMATION:

Name _____ Date _____
First Middle Last

Address _____
Number & Street City State Zip Code

Home Phone Number _____ Cell Phone Number _____

Position Sought _____ Date Available _____ Pay Rate Desired _____

Social Security Number _____ Are you over 18 years old? Yes No

Are you legally eligible for employment in the United States? Yes No
(If offered employment, you will be required to provide documentation to verify eligibility.)

Have you ever applied to or been employed by NGHC? Yes No
If so, please state dates of application or employment _____

Have you ever used any other name(s) which is (are) necessary for us to know in order for us to verify your employment or educational record? Yes No
If yes, what name(s)? _____

RECORD OF CONVICTION:

Do not identify any guilty plea that was discharged by the court under Georgia's First Offender Act.

Have you ever been convicted of a crime other than minor traffic offense?
 Yes No If yes, explain: _____

(A conviction will not necessarily automatically disqualify you for employment. Rather, such factors as age and date of conviction, seriousness and nature of the crime, and rehabilitation will be considered).

Are you currently awaiting trial for any criminal offense?
 Yes No If yes, explain: _____

Have you ever initiated any act of violence in the workplace?
 Yes No If yes, explain: _____

EDUCATION: Please indicate education, training, or special study which you believe qualifies you for the position you are seeking.

	Name & Location	No. Years Attended	Graduate?	Major
High School:	_____	_____	_____	_____
College:	_____	_____	_____	_____
Other Training:	_____	_____	_____	_____
Specialized study or Research Work:	_____	_____	_____	_____
Special Skills:	_____	_____	_____	_____

EMPLOYMENT: List last employer first, including U.S. Military Service.

If any employment was under a different name, indicate name _____

Employer _____ From (Mo/Yr) ____ To (Mo/Yr) ____

Address _____

Position _____ Salary _____ May we Contact? ____ Yes ____ No

Supervisor _____ Telephone _____

Duties _____

Reason for Leaving _____

Employer _____ From (Mo/Yr) ____ To (Mo/Yr) ____

Address _____

Position _____ Salary _____ May we Contact? ____ Yes ____ No

Supervisor _____ Telephone _____

Duties _____

Reason for Leaving _____

Employer _____ From (Mo/Yr) ____ To (Mo/Yr) ____

Address _____

Position _____ Salary _____ May we Contact? ____ Yes ____ No

Supervisor _____ Telephone _____

Duties _____

Reason for Leaving _____

If you wish to describe additional work experience, attach the above information for each position on a separate piece of paper.

Explain any gaps in work history: _____

Have you ever been discharged or asked to resign from a job? ____ Yes ____ No

If yes, explain: _____

PROFESSIONAL LICENSE OR MEMBERSHIP:

List any license(s) or memberships which you feel may be relevant to your application. You need not disclose membership in professional organizations that may reveal information regarding race, color, sex, religion, national origin, age, genetic information, disability, veteran status or any other protected status.

PROFESSIONAL REFERENCES (Individuals not related to you. Business references preferred.):

Name	Address	Business	Phone	Years Acquainted
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1. _____

2. _____

3. _____

APPLICANT'S CERTIFICATION AND AGREEMENT

Initial _____ I hereby certify that the facts set forth in the above employment application are true, complete, and correct to the best of my knowledge and authorize NGHC to verify their accuracy and to obtain reference information on my work performance. I understand that any misrepresentation or omission of facts called for on this application may result in refusal to hire or, if hired, may result in my dismissal at any time regardless of when the false answer or omissions are discovered.

Initial _____ I hereby authorize NGHC to conduct any necessary investigation regarding my background as it relates to the position I am seeking and to the extent permitted by federal, state, and local law. I agree to complete the requisite authorization forms for the background investigation. I hereby release all parties from any liability in connection with the provision and use of such information.

Initial _____ I agree to submit to legally permissible drug testing upon an offer of employment from NGHC and prior to starting work. I agree that any offer of employment is contingent upon my receiving a negative test result.

Initial _____ I understand and expressly agree that if employed by NGHC, storage areas provided for me (locker, desk etc.) are open to investigation by the Company without prior notice to me.

Initial _____ I understand that should an employment offer be extended to me and accepted that I will fully adhere to the policies, rules and regulations of employment of NGHC. However, I further understand that neither the policies, rules, regulations of employment or anything said during the interview process shall be deemed to constitute the terms of an implied employment contract. I understand that any employment offered is for an indefinite duration and at will and that either I or NGHC may terminate my employment at any time with or without notice or cause.

Signature of Applicant _____ Date: _____

May 11, 2009