

Employment Application

Complete and mail or fax to Human Resources

Contact _____
Reference _____
Application _____
Assessment _____

IDENTIFICATION

Legal Name _____ (last) _____ (first) _____ (middle) Date _____

Current Address _____ (street) _____ (city) _____ (state) _____ (zip)

Social Security Number _____ Phone # daytime () _____

Email Address _____ Phone # evening () _____

Permanent Address _____ (street) _____ (city) _____ (state) _____ (zip)

Are you under 16 years of age? Yes

Are you and will you be legally eligible for employment in the next 90 days? Yes No
(Proof of citizenship or immigrant status will be required upon employment)

How did you become interested in employment at Mercy Iowa City? (indicate below)

- Friends/Relatives Working Here Name _____ Job Line
- Advertising Name/Source _____ Mercy Web Site/Internet
- Internship Instructor _____ Dept _____ Job Service/Workforce Center
- Career Fair/College Recruitment Location _____ Other _____

EDUCATION

	School Name and Location (list city and state)	Dates Attended	Diploma or Degree
High School			
College			
Other			
Professional Licenses/Certifications	Type	Expiration Date	State
Current Iowa Licensure/Certification/Permit to Practice? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If Not, please indicate status: <input type="checkbox"/> New Grad <input type="checkbox"/> Applied for reinstatement <input type="checkbox"/> Applied for transfer from another state			

GENERAL INFORMATION

Position Desired 1. _____ Date available to begin work: _____

Position Desired 2. _____ I would accept full-time part-time either

Position Desired 3. _____ I would accept 1st shift 2nd shift 3rd shift

Are you a student? Yes No Major Fields? _____

Are you willing to work weekends and holidays when necessary? Yes No

Mercy Iowa City does not guarantee a specific number of hours worked; at times it may be necessary to alter your "usual" work schedule in order to best meet departmental needs. Are you willing to do so? Yes No

If formerly employed at Mercy Iowa City, list under what name _____

Date(s) employed at Mercy Iowa City _____ What capacity? _____

1) TO: _____
(Previous Employer/Supervisor)

I have made application for employment at Mercy Iowa City. I hereby consent to your furnishing Mercy Iowa City with any information they may request regarding my employment record, student evaluations and/or transcript, criminal conviction record, reliability or other information as it regards my suitability for employment. A photocopy of this authorization is as valid as an original.

Applicant Signature Date

2) TO: _____
(Previous Employer/Supervisor)

I have made application for employment at Mercy Iowa City. I hereby consent to your furnishing Mercy Iowa City with any information they may request regarding my employment record, student evaluations and/or transcript, criminal conviction record, reliability or other information as it regards my suitability for employment. A photocopy of this authorization is as valid as an original.

Applicant Signature Date

3) TO: _____
(Previous Employer/Supervisor)

I have made application for employment at Mercy Iowa City. I hereby consent to your furnishing Mercy Iowa City with any information they may request regarding my employment record, student evaluations and/or transcript, criminal conviction record, reliability or other information as it regards my suitability for employment. A photocopy of this authorization is as valid as an original.

Applicant Signature Date

Personal References *(complete only if you have no employment references)*

List two persons living in the U.S. who are not related to you and who have knowledge of your qualifications for the position for which you are applying.

Name	Address	Area Code & Phone Number	Business or Occupation

Have you ever been convicted of a crime in this or any other state? Yes No

Do you have a record of founded dependent adult or child abuse in this or any other state? Yes No

If Yes to either of the above questions, please indicate when and the nature of the incident. A conviction will not necessarily be a bar to employment. Factors such as age, time of offense, seriousness, nature of the violation and rehabilitation will be taken into account.

Personal

Please list all last names or aliases you have used

In the event that you should be offered a position by Mercy Iowa City, your employment will be contingent upon the results of a mandatory post offer employment physical given by a registered nurse, under the guidance of a physician. The physical will be given at no cost to you. Should the results of your post offer physical indicate that your hire would necessitate altering any part of that job description, the possibility of a reasonable accommodation to that job description will be considered in keeping with both section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and Mercy Iowa City's Philosophy of Health Care.

To the best of my knowledge, all statements on this application are true and correct. I authorize investigation of all statements made on this application or in any pre-employment interview including: previous employment record, personal references, and criminal conviction record. I understand that any false or misleading information provided herein or in the interview may result in my not being hired, or in the event that I am hired, in discharge when such discrepancies are discovered.

Mercy Iowa City has the right to exercise all functions of management, including but not limited to, designation of department, position, number of hours, shift, exempt status and compensation.

Employment at Mercy Iowa City is based on the premise of employment-at-will wherein the employer or the employee is free to terminate the employment relationship for any reason or for no reason at all.

Mercy Iowa City tests employees for alcohol and drugs based on reasonable suspicion.

_____ Applicant Signature

Mercy Iowa City is an equal opportunity employer and as such does not discriminate against any qualified applicant for employment or any employee on the basis of the individual's age, race, creed, color, sex, national origin, disability, marital status, sexual orientation, or gender identification.

Mercy Iowa City is a smoke free environment.