



South Central Medical Center is an equal opportunity employer and does not discriminate against any applicant or employee because of race, color, religion, sex, national origin, disability, age, gender identity, or military or veteran status in accordance with federal law. In addition, South Central Medical Center complies with applicable state and local laws governing non-discrimination in employment in every jurisdiction in which it maintains facilities. South Central Medical Center also provides reasonable accommodation to qualified individuals with disabilities in accordance with applicable laws.

Please Complete the Entire Application

General			
Full Name (First, Middle, Last)			Today's Date:
Street Address	City	State	Zip
Home Phone Number	Mobile Phone Number	Cell Phone Number	
Email Address			Expected Salary (Dollar amount Only)
How did you hear about this opening (i.e. list name, Facebook, Website, etc.)?			
What position are you applying for (be specific):			Date you are available to start?
Are you over 18 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No If NO, can you furnish a work permit <input type="checkbox"/> Yes <input type="checkbox"/> No Have you applied for employment with us before? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, give date _____ Have you ever been employed with us before? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, give dates and name while employed _____ May we contact your current employer? <input type="checkbox"/> Yes <input type="checkbox"/> No Are you able to work: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time Can you travel if the job requires it? <input type="checkbox"/> Yes <input type="checkbox"/> No Are you capable of performing the essential functions of the job for which you are applying with or without reasonable accommodation? <input type="checkbox"/> Yes <input type="checkbox"/> No Are you currently excluded, debarred, suspended, or otherwise ineligible to participate in the Federal health care programs or in Federal procurement or non-procurement programs? <input type="checkbox"/> Yes <input type="checkbox"/> No		Excluding minor traffic violations have you ever been convicted of, received a suspended imposition of sentence, or pleaded guilty or no contest to committing ANY CRIME? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain: _____ _____ _____ _____ Are you currently authorized to work for all employers in the United States on a full-time basis, or only for your current employer? <input type="checkbox"/> All Employers <input type="checkbox"/> Only Current Employer Will you now or in the future require sponsorship for employment visa status (e.g. H-1B status): <input type="checkbox"/> Yes <input type="checkbox"/> No Federal Law requires that employers hire only individuals who are authorized to be lawfully employed in the United States. In compliance with these laws, SCMC will verify the status of every individual offered employment with the company. In this connection, all offers of employment are subject to verification of the applicant's identity and employment authorization, and it will be necessary for you to submit such documents as are required by law to verify your identification and employment authorization.	

Education

(Use blank page for additional entries) Must be a High School Graduate or Possess a GED

Name of School (Include City and State of School)	List Diploma or Degree Earned/ Year Graduated	Legal Name While Attending (First Middle Last)
Name of High School Attended or GED		
City/State:		
Name of College Attended		
City/State		
Other:		
City/State:		

License/Certification

(Use a blank page for additional entries) (i.e. Driver License, MD, DO, LPN,RN, ARNP, CPR, BLS, BHCM II, RMA, CAN, MLT, Dental Asst, etc.)

Type of License	State Granting License	License Number and Expiration Date

Work History

Complete for all employment/unemployment (7-year history), BEGINNING WITH MOST RECENT. (use blank page for additional entries).

Please attach Resume or CV

Start Date:	End Date:	Company (Name, City/State, Phone,) May we contact employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Starting Salary:	Ending Salary:	Job Title or Position Name:
Describe your job duties:		
Why were you terminated or why did you leave this employer?		
Start Date:	End Date:	Company (Name, City/State, Phone,) May we contact employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Starting Salary:	Ending Salary:	Job Title or Position Name:
Describe your job duties:		
Why were you terminated or why did you leave this employer?		
Start Date:	End Date:	Company (Name, City/State, Phone,) May we contact employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Starting Salary:	Ending Salary:	Job Title or Position Name:
Describe your job duties:		
Why were you terminated or why did you leave this employer?		

References

List three references (No relatives please) PRINT CLEARLY

Reference Name	Relationship	Reference Contact Information (Address and Phone Number)

Have you ever had any job-related training in the United States Military? ☐ Yes ☐ No

If yes, please describe _____

Are you able to perform the essential functions of the job for which you are applying? ☐ Yes ☐ No

Are you bi-lingual? ☐ Yes ☐ No If yes, what language? _____

Special Skills and Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

Give an example of your computer skills: _____

PLEASE READ CAREFULLY BEFORE SIGNING APPLICATION

During the application process and, if hired, during employment, I agree to participate (if so requested by the Company and as not prohibited by applicable law) in testing to determine whether employees are under the influence of controlled drugs or illegal substances. Such tests or examinations will be performed by qualified professionals selected by the Company.

My signature attests to the fact that the information that I have provided on my application, resume, given verbally, or provided on any other materials, is true and complete to the best of my knowledge and also constitutes authority to verify any and all information submitted on this application. I understand that any misrepresentation or omission of any fact in my application, resume, or any other materials, or during any interviews, can be justification for refusal of employment, or, if employed, termination from the Company's employ.

The Company or its agents may seek to verify any and all information submitted on this application. As such, I hereby authorize the Company or its agents to contact any former employer or any representative of any other organization to which I have referred in this application, and I hereby authorize said employer and/or representative to provide information to the Company on my behalf.

I also affirm that I have not signed any kind of restrictive document creating any obligation to any former employer that would restrict my acceptance of employment with the Company in the position I am seeking.

I understand that this application is not an employment contract for any specific length of time between the Company and me, and that in the event that I am hired, my employment will be "at will" and either the Company or I can terminate my employment with or without cause and with or without notice at any time.

Nothing contained in any handbook, manual, policy and the like, distributed by the Company to its employees is intended to or can create an employment contract, an offer of employment or any obligation on the Company's part. The Company may, at its sole discretion, hold in abeyance or revoke, amend or modify, abridge or change any benefit, policy practice, condition or process affecting its employees.

This application will remain active for 90 days. All applications older than 90 days will be archived and all applicants must reapply for any vacancies. If the applicant is applying for multiple positions an application is required for each position.

I understand that any offer for employment will be contingent on passing a drug screening and background check.

I acknowledge that I have read all of the above statements, and that I understand them. I voluntarily provide the below information.

Signature of Applicant

Date

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview ☐ Yes ☐ No

Remarks: _____

Interviewed Date: _____

Employed ☐ Yes ☐ No

Date of Employment: _____

Job Title _____

Salary/Hourly Rate: _____

Department: _____

By _____

Name and Title

Date

**Employee/Volunteer Application
For Position, Credentialing, or Re-credentialing
AUTHORIZATION AND CONSENT
For background checks**

All information submitted by me in connection with my application for a position as employee, contractor of volunteer ("Staff"), for any credentialing or for re-credentialing (all "employment or continued employment") is true to the best of my knowledge. I understand any misstatements in or material omissions from my application materials may constitute cause for rejection of my application or, if discovered at any time after my acceptance, termination of privileges and employment.

I hereby authorize the Center to communicate with other entities and individuals concerning knowledge of my professional competence, character, and ethics, and to inspect all documents, including medical records at other entities, school transcripts, and county records, that may be material to an evaluation of my qualifications and competence for the clinical privileges and functions requested as well as my moral and ethical qualifications for employment.

I also consent to the Center obtaining information relating to my criminal history, including arrest and conviction data as well as plea bargains and deferred adjudications and delinquent conduct committed as a juvenile. I also agree that, so long as I remain staff here, the criminal history records check may be repeated at any time. I also understand that the criminal history could contain information presumed to be expunged.

I authorize and request all persons, schools, public and private entities, courts, law enforcement agencies, armed forces, employment commissions and all other government agencies to release information about me without restriction or qualification. I understand that the request for my Date of Birth below is only for the purpose of identifying me for background verification. I authorize a Photostat, facsimile, or other copy of this release to be considered as effective as the original. I hereby release from liability the Center and its directors, officers, healthcare providers, employees, contractors, attorneys, insurers, agents, and representatives for their actions in connection with obtaining and evaluating my application, credentials, and qualifications. I hereby release from liability any and all individuals and organizations that provide information to the Center and its directors, officers, healthcare providers, employees, contractors, attorney, agents, and representatives concerning my professional competence, character, ethics and other qualification for employment and privileges.

In making this application, I acknowledge my obligation in the case of employment or continued employment with the Center would be to fulfill my responsibilities to provide continuous quality care to patients of the Center, to make decisions appropriate to the patient's needs, to maintain my practice knowledge and skills current through continuing education opportunities, to abide by the Bylaws, rules and regulations of the Professional Staff, and to participate in and cooperate fully with the Performance Improvement Program and all programs to improve quality and reduce risks. I agree to participate in the review of records and documents relating to patient care and services, and to subject my performance to review by the Center for the purpose of improving the quality of care and services and reducing risks, and I hold the Center and its directors, officers, healthcare providers, employees, contractors, attorney, agents, and representatives free of all liability for such actions.

In the case of employment or continued employment, I agree to abide by the requirements for coverage by the Federal Tort Claims Act ("FTCA"), will cooperate fully in all measures to improve quality and reduce risks, and with any investigations and defense of liability claims. I understand that if I am made an offer for privileges or functions and employment, an evaluation of my physical and mental fitness may be requested consistent with the requirements for liability coverage by the FTCA.

The Center is an equal opportunity employer and does not discriminate because of race, color, marital status, religion, sex, sexual orientation, national origin, ancestry, disability, age (over 40), military status, or other grounds prohibited by applicable federal, state, and local law.

By signing below, I hereby voluntarily authorize the Center to obtain "criminal report" about me from a "reporting agency" and to consider the "reports" when making decisions regarding my employment at the Center. If hired, this authorization shall remain on file and shall serve as ongoing authorization for the Center to procure background investigations at any time during my employment.

Applicant's Signature

Social Security Number

Applicant's Name (Please Print)

Date of Birth (MM/DD/YYYY)

Date of Authorization (MM/DD/YYYY)

SCMC/Updated April 2023