

APPLICATION FOR EMPLOYMENT



POSITION APPLIED FOR: _____ **DATE:** _____

INSTRUCTIONS TO APPLICANT:

Please type or print legibly in ink all information except signature. Incomplete applications shall not be accepted. Application must have all sections complete and the form signed by the applicant. An application must be completed for each vacancy. A resume may be attached but not substituted for completing the application. Information contained in this application will only be used for employment reasons. Thank you for your interest in The Therapy Place.

PERSONAL DATA

NAME (Last, First, MI): _____		
MAILING ADDRESS: _____		
CITY: _____	STATE: _____	ZIP: _____
HOME PHONE #: _____	WORK PHONE #: _____	
ARE YOU LEGALLY AUTHORIZED TO WORK IN THE UNITED STATES? YES <input type="checkbox"/> NO <input type="checkbox"/>		
HAVE YOU BEEN CONVICTED OR PLED NO CONTEST OF A CRIME OTHER THAN MINOR TRAFFIC VIOLATIONS (I.E. PARKING TICKET)? YES <input type="checkbox"/> NO <input type="checkbox"/>		
**IF YES: CHARGES: _____		
WHERE CONVICTED _____	DATE _____	DISPOSITION/STATUS _____

LIST ANY PROFESSIONAL LICENSES OR CERTIFICATIONS:

TYPE	LICENSE NUMBER	DATE OF CERTIFICATION

Include license number and date of certification.

EMPLOYMENT DATA

TYPE OF EMPLOYMENT YOU WILL ACCEPT:	FULL-TIME	<input type="checkbox"/>	PART-TIME	<input type="checkbox"/>
WILL YOU ACCEPT A POSITION WITH VARYING SHIFTS?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
IF NO, LIST HOURS PREFERRED: _____				
MINIMUM SALARY YOU WILL ACCEPT:	_____			PER _____
EARLIEST DATE YOU COULD BEGIN WORK: _____				

PERSONAL REFERENCES

Give name and addresses of three people, not relatives, who are familiar with your work.

Have you ever been asked or forced to resign or fired from any job?	Yes	No
If yes, what position and reason, please explain: _____		

****NOTE: CRIMINAL OFFENSES INCLUDE FELONIES, MISDEMEANORS AND SUMMARY OFFENSES. EXAMPLES: DRIVING UNDER THE INFLUENCE OF INTOXICATING BEVERAGES, DRUGS, FRAUDULENT OR BAD CHECKS, DISTURBING THE PEACE, LEAVING THE SCENE OF AN ACCIDENT, ROBBERY, ETC. OMIT MINOR VEHICLE VIOLATIONS AND ANY OFFENSE COMMITTED BEFORE YOUR 17TH BIRTHDAY, WHICH WAS FINALLY ADJUDICATED IN JUVENILE COURT OR UNDER A YOUTHFUL OFFENDER LAW. CONVICTION OF A CRIMINAL OFFENSE IS NOT A BAR TO EMPLOYMENT IN ALL CASES. HOWEVER, THE NATURE, SEVERITY AND DATE OF THE OFFENSE (S) IN RELATION TO THE POSITION FOR WHICH YOU ARE APPLYING ARE CONSIDERED. FAILURE TO ACCURATELY REPORT OFFENSES WILL BE CONSIDERED FALSIFYING INFORMATION BY THE THERAPY PLACE AND GROUNDS FOR IMMEDIATE DISQUALIFICATION FROM EMPLOYMENT, AND/OR IMMEDIATE TERMINATION**

APPLICANT CERTIFICATION

I affirm, agree and/or understand all information provided in this application is true and accurate; and any misrepresentation or omission of facts may result in exclusion from consideration of employment and/or, if hired, immediate termination of employment. If I have requested that my present employer not be contacted, I understand a formal offer of employment may be contingent upon information and verification of other former employers and references provided.

I understand and acknowledge that a formal offer of employment will be based upon the satisfactory results of the following: my employment and reference checks; verification of credential(s), educational degrees and professional licensure(s); and criminal background check. **If I will be working with billing and office administration, I must have a satisfactory result on a credit check.*

By signing below, the Therapy Place has my permission to use information I have provided in this application to conduct employment verification; credential, education and licensure verifications; reference checks and a criminal background check (and a credit check, if applicable).

Print Name _____

Signature _____ **Date** _____

The Therapy Place, Inc. is sensitive to the needs of qualified applicants and employees with disabilities. The Therapy Place, Inc. is also willing to make reasonable accommodations to assist such applicant and employee.

EEO STATEMENT

The Therapy Place, Inc. is an equal opportunity employer and does not discriminate on the basis of race, color, military status, religion, sex, gender orientation, national origin, age, disability, or other status protected by State and Federal laws.

