

MOREHOUSE GENERAL HOSPITAL

323 W. Walnut Ave
Bastrop, LA 71220

*An Equal Employment Opportunity Employer
A Drug Free Workplace
Candidates receive consideration without regard to race, religion,
color, sex, age, national origin, disability, military or veteran status, or
any other legally protected status*

Employment Inquiry

IMPORTANT: Please read carefully and answer ALL questions. Fill out the work history portion and include employment for the past seven (7) years. Resumes may be added to the COMPLETED application.

Morehouse General Hospital tests for drugs after conditional offer and before the start of employment.

PERSONAL								
Last Name		First Name		MI	Maiden or Other Names Used	Social Security Number		
Street Address			Apt #	City		State	Zip Code	
Primary Phone				Alternate Phone				
E-Mail Address								
Employment Desired	1 st Choice			2 nd Choice		Salary Requirement:		
	Would You Accept:	<input type="checkbox"/> Full Time	<input type="checkbox"/> PRN	<input type="checkbox"/> Any	Shifts You Can Work:	<input type="checkbox"/> Day Shift	<input type="checkbox"/> Night Shift	<input type="checkbox"/> Any Shift
	<input type="checkbox"/> Part Time	<input type="checkbox"/> Weekend Only			<input type="checkbox"/> Evening Shift	<input type="checkbox"/> Rotating	<input type="checkbox"/> 7 am – 7 pm <input type="checkbox"/> 7 pm – 7 am	
Are you a previous employee of Morehouse General Hospital? Month and years employed: _____ Under what name? _____						Are you at least 18 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Are you related to a current employee? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list name(s) and relationship and facility name: _____						<i>(Includes spouse, children, parents, in-laws, siblings, legal dependents, members of the same residence, or any person who fulfills an immediate family role for you.)</i>		
Were you referred by a current employee? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, employee name: _____								
Do you have the legal right to work in the United States in the job for which you are applying? (Proof of eligibility to work in the United States) <input type="checkbox"/> Yes <input type="checkbox"/> No						Date available for work: _____		
Have you ever been convicted of a crime (felony or misdemeanor), or are you now under any investigation for a violation of criminal law? If yes, please explain: (A conviction or investigation will not necessarily disqualify you from employment; however, failure to disclose a criminal conviction or investigation may disqualify you from employment.) <input type="checkbox"/> Yes <input type="checkbox"/> No								
Have you ever been excluded, suspended, or debarred from, or otherwise declared ineligible to provide services in the Medicare or Medicaid programs, or any other federally-funded health care program? _____						<input type="checkbox"/> Yes <input type="checkbox"/> No		
Have you ever been subject of any adverse action(s) by any duly authorized sanctioning or disciplinary agency for either conduct based or performance based actions? If yes, explain: _____						<input type="checkbox"/> Yes <input type="checkbox"/> No		
Have you served in the U.S. Armed Forces? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, please indicate dates of service: From: _____ To: _____ Branch: _____						
EDUCATION								
Circle Highest Grade Completed	School Name/City and State			Major/Minor		Did You Graduate?	Graduation Date	Degree Received
High School						Yes		
1 2 3 4						No		
Business/Trade/Technical						Yes		
						No		
Undergraduate College/University						Yes		
1 2 3 4						No		
Graduate College/University						Yes		
						No		
Other						Yes		
						No		

LICENSURE-REGISTRATION-CERTIFICATION INFORMATION

Please list any professional licenses, registrations, or certifications which have been issued to you:

Name of License, Registration, Certification	State	Number	Year Issued	Current?		Expiration Date
				<input type="checkbox"/> Yes	<input type="checkbox"/> No	
				<input type="checkbox"/> Yes	<input type="checkbox"/> No	
				<input type="checkbox"/> Yes	<input type="checkbox"/> No	
				<input type="checkbox"/> Yes	<input type="checkbox"/> No	
				<input type="checkbox"/> Yes	<input type="checkbox"/> No	

If currently eligible for license, registration, or certification please indicate status and date here:

Has your license, registration, or certification in this state or another state been suspended, limited, revoked or subjected to disciplinary action:
 Yes No

If yes, please explain:

Additional Certifications:

CPR: _____ Expiration Date _____
 BLS: _____ Expiration Date _____
 ACLS: _____ Expiration Date _____
 BLS Instr. _____ Expiration Date _____

PROFESSIONAL MEMBERSHIP INFORMATION

Please list any professional organization to which you subscribe or are a member:

1. _____
2. _____
3. _____

FOREIGN LANGUAGE INFORMATION

Please list any foreign language skills in which you are fluent:

Language: _____ Speak Read Write
 Language: _____ Speak Read Write

PROFESSIONAL REFERENCES

Please list two (2) business/professional references (not relatives or co-workers):

#	Name	Address	City	State	Telephone
1.					
2.					

SOURCE INFORMATION

The following information is requested to assist us in assessing the effectiveness of our recruiting activities. Your cooperation is appreciated. How did you learn about this job? PLEASE CHECK ONLY ONE:

<input type="checkbox"/> Local Newspaper	<input type="checkbox"/> Web Site	<input type="checkbox"/> Direct Mail
<input type="checkbox"/> Job Posting	<input type="checkbox"/> Word of Mouth/Reputation	<input type="checkbox"/> Walk-In
<input type="checkbox"/> TV/Radio Announcement	<input type="checkbox"/> Yellow Pages	<input type="checkbox"/> Internet
<input type="checkbox"/> Referred by Friend/Relative	<input type="checkbox"/> Referred by Patient/Patient's Family	
<input type="checkbox"/> Other Newspaper	(Name) _____	
<input type="checkbox"/> Job Fair/Career Day	(Name) _____	
<input type="checkbox"/> School	(Name) _____	
<input type="checkbox"/> External Recruiting Agency	(Name) _____	
<input type="checkbox"/> Professional Association/Conference	(Name) _____	
<input type="checkbox"/> Professional /Trade Journal or Magazine	(Name) _____	
<input type="checkbox"/> Other	(Name) _____	

WORK HISTORY

List previous employers for whom you have worked over the ***last seven years***, beginning with the most recent employer. List any other employment that reflects experience related to the job for which you are applying. Resumes may be added, **but do not replace the completed work history section.**

IF YOU NEED ADDITIONAL SPACE FOR THIS SECTION COPY THIS PAGE.

Current or most recent Company Name:		Telephone Number ()
Address (include City, State, and Zip Code):		Employed (month and year) From / To /
Name of Supervisor:	Supervisor's Title	Beginning Pay: \$ Ending Pay: \$
Your Job Title and Primary Duties:		
Reason for Leaving:	May we contact this employer prior to extending an offer of employment? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Company Name:		Telephone Number ()
Address (include City, State, and Zip Code):		Employed (month and year) From / To /
Name of Supervisor:	Supervisor's Title	Beginning Pay: \$ Ending Pay: \$
Your Job Title and primary duties:		
Reason for Leaving:	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Company Name:		Telephone Number ()
Address (include City, State, and Zip Code):		Employed (month and year) From / To /
Name of Supervisor:	Supervisor's Title	Beginning Pay: \$ Ending Pay: \$
Your Job Title and primary duties:		
Reason for Leaving:	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Company Name:		Telephone Number ()
Address (include City, State, and Zip Code):		Employed (month and year) From / To /
Name of Supervisor:	Supervisor's Title	Beginning Pay: \$ Ending Pay: \$
Your Job Title and primary duties:		
Reason for Leaving:	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	

APPLICANT ACKNOWLEDGEMENTS

I CERTIFY THAT THE INFORMATION GIVEN BY ME IN THIS EMPLOYMENT INQUIRY IS TRUE, CORRECT, AND COMPLETE. IF EMPLOYED, I ACKNOWLEDGE AND UNDERSTAND THAT:

- Any misstatement or omission of fact on this application may result in my dismissal;
- I must submit acceptable evidence of my right to work in the United States;
- Our facilities are tobacco-free and use of all tobacco products is prohibited on company property.
- Our facilities are drug free workplaces. I may be asked and I must take and pass a pre-employment drug test that screens for illegal drugs, and unauthorized controlled substances; remain free of illegal drugs, alcohol, abusive levels of prescription drugs at work; and comply with the Drug and Alcohol Use/Abuse Workplace policies.
- I understand that refusal to submit to a drug test due to reasonable suspicion, or failing a drug test is grounds for termination.
- Any personal property carried by me, to and from the hospital, including my handbag, briefcase or packages, may be inspected by authorized hospital personnel. I understand that any storage area provided to me on hospital property may be inspected by the hospital.
- I will be required to comply with all hospital policies and procedures.
- I authorize this application to be viewed by any affiliated corporations.
- I agree to notify the organization in writing within five to seven (5-7) days of receiving any written or oral notice of any adverse action, including, without limitation, exclusion from participation in any federal or state health care or procurement programs, any filed and served malpractice suit or arbitration action; any adverse action by a state licensing board; a conviction of any felony or a misdemeanor of moral turpitude; any action against any certification under Medicare or Medicaid programs; or any cancellation, non renewal or material reduction in medical liability insurance policy coverage. Also understand that I am required to report such conduct to the Director of Human Resources.
- I understand that Morehouse General Hospital is an employer at will, which means that my employment is not for definite term and that either the hospital or I will have the right to terminate the employment relationship at any time, with or without cause or notice. I also understand that this status can only be altered by a written contract of employment that is specific as to all material terms and is signed by the Morehouse General Hospital Administrator and me.
- Upon termination, to return in good condition any company property issued to me or to allow for the value of same, plus any outstanding accounts, to be deducted from my wages.
- I hereby authorize Morehouse General Hospital to confirm the information that appears in my application for employment and authorize all former employers, universities or colleges, references, credit and government agencies, or other persons, firms, corporations and institutions to provide such information to Morehouse General Hospital without delay.

As required by the Fair Credit Reporting Act, notice is given that a consumer report may be made in connection with your application of employment. A consumer report may consist of employment records, educational verification, licensure verification, driving history, previous addresses and other public records relative to criminal charges. A credit report will not be requested unless it is deemed pertinent to the functions of the position for which you are applying.

If you are denied employment, either wholly or partly, because of the information contained in a consumer report, a disclosure will be made to you of the name and address of the consumer reporting agency making such a report.

Signature of Candidate for Employment

Date of Employment Inquiry

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