



# APPLICATION FOR EMPLOYMENT

Date: \_\_\_\_\_ Referred by: \_\_\_\_\_

It is the policy of DONE Construction LLC to fully comply with all Federal and State laws governing fraud and abuse in healthcare programs and to expect all employees, contractors and consultants to conduct themselves in an ethical and responsible manor. Federal and State laws prohibit discrimination in employment. Applicants are considered for employment without regard to race, color, religion, age, sex marital status, national origin, ancestry, physical or mental disability, sexual orientation, veteran's status, genetic predisposition or any other legally protested class.

Full Name:			
Street Address:			
City:			
State/Zip:			
Social Security #:	-	-	
Telephone: Home:			
Cell:			
Pager:			

POSITION Applying for: \_\_\_\_\_

(Circle Which Applies)                      Full-Time    Part-Time    Temporary    Per Diem

Starting Date Available: \_\_\_\_\_                      Desired Salary: \_\_\_\_\_

Other fields of operation you have interest (optional): \_\_\_\_\_

Have you ever worked for DONE Construction or any affiliated facility previously?                      (yes / no) \_\_\_\_\_

If "yes" to above, which facility and what dates were you employed? \_\_\_\_\_

Are you employed at present?                      (yes / no)

May we contact your present employer?    (yes / no)

If hired, will you be able to prove your ability to legally work in the United States?    (yes / no)

Have you ever applied to DONE before? (yes / no)                      If yes, WHEN? \_\_\_\_\_

If hired, will you be able to perform all the essential functions of the job with or without reasonable accomodation? (yes / no)

If "no," explain: \_\_\_\_\_

If your position requires a professional license or registration to perform the job, please complete below:

TYPE	State	License #	Exp.Date

Do you have any other licenses pertaining to this job? (yes / no)

If yes, list here:

Has your license or registration been suspended at any time? (yes / no)

If "yes," for what reason(s)? \_\_\_\_\_

**Drivers License:**

Do you have a valid driver's license? (yes / no)

State: \_\_\_\_\_ License #: \_\_\_\_\_

Type/Class of License: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Has your Driver's license ever been suspended? (yes / no) Why?: \_\_\_\_\_

**EDUCATION:**

Education & Training	Name of School & Town/State	# of Years	Did you Graduate?	Date completed	Course of Study
Last Grammar or High School					
College					
Business, Technical, Vocational School					
Other					

**EMPLOYMENT HISTORY:**

Begin with your **current/most recent** employment. Include all periods of military service. If you have no prior employment record, please list school and personal references in this section.

<b>Name of Company:</b>	_____		
Address:	_____	Phone:	_____
		Supervisor:	_____
Dates Employed:	_____	Title:	_____
Department Name:	_____		
Duties/Responsibilities:	_____		
<b>Name of Company:</b>	_____		
Address:	_____	Phone:	_____
		Supervisor:	_____
Dates Employed:	_____	Title:	_____
Department Name:	_____		
Duties/Responsibilities:	_____		

Name of Company:	_____	
Address:	_____	Phone: _____
	_____	Supervisor: _____
Dates Employed:	_____	Title: _____
Department Name:	_____	
Duties/Responsibilities:	_____	

Applicant's Statement:
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I understand that any employment offer will be contingent upon DONE Construction's receipt of satisfactory references, a satisfactory physical examination, a criminal background check and to my submitting documentary proof of my identity and eligibility to legally work in the United States.

I understand that if employed, I will be an "employee-at-will," which means that both Done Construction and I can terminate my employment at any time, for any reason consistent with the applicable state and federal law.

I understand that this application is not a contract of employment.

I understand that Done Construction may thoroughly investigate my work and personal history and verify all data given on this application, on related papers, and in interviews. I authorize all individuals, schools, and employers named therein, except my current employer if so noted, to provide and information requested about me, and I release all parties involved from any and all liability arising out of the release of this information.

I certify that I am under no contractual obligations that would preclude me from working for DONE Construction LLC.

I further certify that all the statements herein are true and understand that any falsification or material omissions may result in refusal of employment, or, if hired, may result in termination of employment.

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## CRIMINAL BACKGROUND HISTORY

A conviction record will not necessarily be a bar to employment, and factors such as age and time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account.

Please Note:

You are not required to disclose the existence of any arrest, criminal charge or conviction, the records of which have been erased pursuant to a section 46b-146, 54-76o or 54-142a; criminal records subject to erasure pursuant to these statutes are records pertaining to a finding of delinquency or that a child was a member of a family with service needs, an adjudication as a youthful offender, a criminal charge that has been dismissed or knolled, a criminal charge for which the person has been found not guilty or a conviction for which the person received an absolute pardon, and that any person whose criminal records have been erased pursuant to these statutes shall be deemed to have never been arrested within the meaning of the general statutes with respect to the proceedings so erased and may so swear under oath.

Done Construction shall not deny employment, discharge or discriminate against an individual solely on the basis that he/she had a prior arrest, criminal charge or conviction, the records of which have been erased pursuant of the above named statutes.

Circle your answers below:

Have you ever been convicted of a Felony and/or Drug-Related Crime?

(yes / no)

Have you ever been convicted of neglect or mistreatment of any individual?

(yes / no)

Have you ever been convicted of the crime of assault?

(yes / no)

Have you ever been subject to any decision imposing disciplinary action by a licensing agency in any state, the District of Columbia, a United States possession or a foreign jurisdiction?

(yes / no)

Have you ever been suspended or excluded from any of the federal programs (including Medicare or Medicaid)?

(yes / no)

If you answered, "yes" to one or more of the above questions, please provide a full explanation below in the space provided (use back side of this document if necessary). Include details regarding time, place and circumstances of the offense.

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## PLEASE READ CAREFULLY

### APPLICANT AUTHORIZATION AND CONSENT FOR RELEASE OF INFORMATION

In consideration for employment or promotion within Done Construction or affiliates, on our behalf, Employers Reference Source may make inquiries, including but not limited to, your consumer credit history, education, professional licensing, criminal history, driving history, your personal character, abilities, work habits, mode of living, residency, immigration status, general reputation, performance, experience and other qualities pertinent to your qualifications for employment, including reasons for termination from your past employment.

In compliance with the Americans With Disabilities Act, only after a contingent offer of employment is offered, will your workers' compensation history be investigated for the purpose of making certain that you are not hired for a position or assigned to a job function that could aggravate a previous injury.

In compliance with the Fair Credit Reporting Act, you are entitled to be informed if an offer of employment is withheld because of information obtained from Employers Reference Source and, in that event, we will provide a copy of the report we receive and the FTC notice, "A Summary of Your Rights Under the Fair Credit Reporting Act."

Please complete and sign the form which follows, authorizing, without reservation, any party, including but not limited to, employers, law enforcement agencies, state agencies, institutions and private information bureaus or repositories, contacted by Employers Reference Source to furnish any or all of the above listed information. Your authorization releases Employers Reference Source from any and all liability for damages arising from the investigation and disclosure of the requested information. Further, it releases and discharges all liability from all companies, agencies, officials, officers, employees and other persons, who, in good faith, provide to

**Your signature allows a photocopy or fax copy of this authorization to be as valid as the original.**

Print Full Name: \_\_\_\_\_

Have you ever used any other name: (yes / no) If, "yes" what name: \_\_\_\_\_

Social Security # \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Driver's License #: \_\_\_\_\_ State Issued: \_\_\_\_\_

High School: \_\_\_\_\_ Year Graduated: \_\_\_\_\_

College: \_\_\_\_\_ Year Graduated: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\*Date of birth is being requested only for the purposes of identification in obtainnig accurate retrieval of records and it will not be used for discriminatory purposes in accordance with State and Federal Law.