

Please Answer All Questions Completely  
Type or print all information

Today's Date \_\_\_/\_\_\_/\_\_\_ Date Available \_\_\_/\_\_\_/\_\_\_

# Application for Employment

*An Equal Opportunity Employer*

NAME (Last, First, Middle) \_\_\_\_\_ (Maiden Name) \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

(\_\_\_\_\_) \_\_\_\_\_

PHONE \_\_\_\_\_ SOCIAL SECURITY NUMBER \_\_\_\_\_

If you cannot be reached at the above phone number, where may we contact you? \_\_\_\_\_

## Visiting Nurse Association

2401 Valley Drive  
Valparaiso, IN 46383  
(219) 462-5195

### GENERAL INFORMATION

POSITION APPLIED FOR (PLEASE PUT YOUR CHOICES IN ORDER)

1. \_\_\_\_\_ 3. \_\_\_\_\_  
2. \_\_\_\_\_

WHAT EMPLOYMENT ARE YOU SEEKING?

Full-time  Part-time  Temporary  PRN

WHAT SHIFT CAN YOU WORK?

Days  PMs  Nights  Weekends

LANGUAGES (other than English)

THAT YOU READ, WRITE OR SPEAK: \_\_\_\_\_

ARE YOU AUTHORIZED TO WORK IN THE U.S. ON AN UNRESTRICTED BASIS?  YES  NO

ARE YOU ABLE TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB WITH OR WITHOUT REASONABLE ACCOMMODATIONS?  YES  NO

HAVE YOU EVER BEEN CONVICTED OF A FELONY?

YES  NO (Conviction will not necessarily disqualify an applicant for employment.) If yes, describe conditions: \_\_\_\_\_

HAVE YOU EVER BEEN DISCHARGED FROM A POSITION?

YES  NO If yes, please explain below \_\_\_\_\_

HOW DID YOU LEARN OF THE OPENING? \_\_\_\_\_

### GENERAL AND PROFESSIONAL EDUCATION

	School Name	City & State	Major	Degree/Diploma	Yrs. of School Completed
High School or Equivalent G.E.D.					
College/ University					
Post Graduate					
Technical or Vocational					

### ADDITIONAL SKILLS

Typing \_\_\_\_\_ wpm  Medical Terminology  Computer Skills

Specific Computer Skills/Programs \_\_\_\_\_

Nursing Specialties \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### PROFESSIONAL LICENSES AND/OR CERTIFICATES

\_\_\_\_\_ Type \_\_\_\_\_

State \_\_\_\_\_ Date \_\_\_\_\_ No. \_\_\_\_\_ Expires \_\_\_\_\_

\_\_\_\_\_ Type \_\_\_\_\_

State \_\_\_\_\_ Date \_\_\_\_\_ No. \_\_\_\_\_ Expires \_\_\_\_\_

**PREVIOUS WORK EXPERIENCE (begin with your most recent employment)**

From		Employer	Position and Specific Duties	Salary	Reason for Leaving
Month	Year	_____	_____	\$ _____/hr	_____
To		Name _____	_____	\$ _____/mo	_____
Month	Year	Address _____	_____	\$ _____/yr	_____
		City. State (Area Code) Phone _____	Name of Last Supervisor _____		

From		Employer	Position and Specific Duties	Salary	Reason for Leaving
Month	Year	_____	_____	\$ _____/hr	_____
To		Name _____	_____	\$ _____/mo	_____
Month	Year	Address _____	_____	\$ _____/yr	_____
		City. State (Area Code) Phone _____	Name of Last Supervisor _____		

From		Employer	Position and Specific Duties	Salary	Reason for Leaving
Month	Year	_____	_____	\$ _____/hr	_____
To		Name _____	_____	\$ _____/mo	_____
Month	Year	Address _____	_____	\$ _____/yr	_____
		City. State (Area Code) Phone _____	Name of Last Supervisor _____		

From		Employer	Position and Specific Duties	Salary	Reason for Leaving
Month	Year	_____	_____	\$ _____/hr	_____
To		Name _____	_____	\$ _____/mo	_____
Month	Year	Address _____	_____	\$ _____/yr	_____
		City. State (Area Code) Phone _____	Name of Last Supervisor _____		

**CLARIFICATION STATEMENT (read before signing)**

I certify that all answers and statements contained on this application form are true and correct:

I AUTHORIZE THE INVESTIGATION OF EMPLOYMENT AND EDUCATION REFERENCES AND RELEASE ALL PERSONS, CORPORATIONS AND OTHER INSTITUTIONS FROM ALL LIABILITY RESULTING FROM SUCH INVESTIGATION. I understand that any false or misleading statements of the failure to answer any statement on this application will render this application void and be sufficient cause for immediate dismissal in the event of employment

I understand that my offer of employment is dependent upon satisfactory completion of a drug-screening, physical exam and Mantoux test; receipt by the agency of satisfactory references; attendance at general employee orientation; and satisfactory completion of the initial training period. This offer is not intended to be a contract of employment for any fixed period of time and the employment relationship may be terminated at any time, either by the individual or the company.

*All applications remain in our active file for 1 year. Submission of this application neither automatically results in an employment interview nor a job offer. It is the employer's policy that equal employment opportunities be available to all employees and applicants without regard to race, sex, age, color, religion, national origin, participation in military service, disability or any other protected status. VNA will comply with its obligation to provide reasonable accommodation to qualified individuals with disabilities.*

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_