



2954 E. Del Mar Blvd.
Pasadena, CA. 91107
(626) 356-2600
Fax (626) 356-2596

EMPLOYMENT APPLICATION

The Oaks of Pasadena is an equal opportunity employer. The Oaks of Pasadena does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristics protected by applicable state or federal civil rights laws.

AN EQUAL OPPORTUNITY EMPLOYER

DRUG SCREENING

The Oaks of Pasadena is committed to maintaining a DRUG-FREE workplace. All offers of employment are contingent upon successful completion of a post-offer physical exam which includes drug screening.

BACKGROUND CHECK

Among other things, The Oaks of Pasadena is concerned about violence in the workplace, falsified employment applications, and employee theft. We will conduct a full background check on all candidates for employment.

E-VERIFY

The Oaks of Pasadena participates in E-Verify. E-Verify is used only to confirm work authorization after hire.

GENERAL INFORMATION						
FIRST NAME		MIDDLE		LAST		DATE
HOME ADDRESS	STREET	APT. #	CITY	STATE	ZIP CODE	
PREVIOUS ADDRESS					E-MAIL ADDRESS	
HOME PHONE ()	WORK PHONE ()		AGE IF UNDER 18 _____	IF HIRED, YOU WILL BE REQUIRED TO SUBMIT PROOF OF AGE IF UNDER 18 AND YOU WILL BE REQUIRED TO HAVE A VALID WORK PERMIT.		
JOB INTEREST						
FIRST CHOICE: TITLE		SECOND CHOICE: TITLE		DATE AVAILABLE		SALARY DESIRED
HOURS & SHIFTS AVAILABLE:						
FULL TIME YES ☐ NO ☐		PART TIME YES ☐ NO ☐		ON CALL YES ☐ NO ☐		TEMPORARY YES ☐ NO ☐
DAY SHIFT YES ☐ NO ☐		EVENING SHIFT YES ☐ NO ☐		NIGHT SHIFT YES ☐ NO ☐		
HOW MANY HOURS PER WEEK ARE YOU AVAILABLE? _____						

PREVIOUS APPLICATIONSHAVE YOU EVER APPLIED FOR A POSITION WITH THE OAKS OF PASADENA BEFORE? YES ☐ NO ☐HAVE YOU APPLIED WITHIN THE LAST 6 MONTHS? YES ☐ NO ☐ WERE YOU INTERVIEWED? YES ☐ NO ☐

IF YES, WHAT POSITIONS HAVE YOU APPLIED FOR? _____

HOW WERE YOU REFERRED TO US?

☐ Advertisement: _____ (Publication)
 ☐ Employee: _____ (Name)
 ☐ School: _____ (Name)
 ☐ Walk-In: _____

Are you able to perform the essential functions of the position for which you are applying, either with or without reasonable accommodation(s)?

(Job description available for your review in Human Resources) ☐ Yes ☐ No

If necessary, please describe what type(s) of reasonable accommodation(s) is/are needed: _____

If under 18 years of age, please give date of birth: _____

If offered employment, can you submit verification of your legal right to work in the United States? ☐ Yes ☐ NoHave you previously been employed by The Oaks of Pasadena? Yes ☐ No ☐

If yes, when? _____ Name worked under, if different: _____

Are you related to any present employee of The Oaks of Pasadena: Yes ☐ No ☐

If yes, who? _____ Relationship: _____

MILITARY INFORMATIONWERE YOU EVER IN THE MILITARY? YES ☐ NO ☐ IF YES, WHAT BRANCH? _____

WHAT RANK ATTAINED? _____

SPECIAL SKILLS AND TRAINING

THIS INFORMATION IS ONLY TAKEN INTO CONSIDERATION TO THE EXTENT THAT IT IS RELEVANT

SPECIFY NUMBER OF MONTHS/YEARS OF EXPERIENCE AND/OR SPEED

10 KEY (touch) ☐ Yes ☐ No MEDICAL TERMINOLOGY _____ PBX (Type Board) _____

SHORTHAND (Speed) _____ Date last tested _____ TYPING (Speed) _____ Date last tested _____

WORD PROCESSING (Speed) _____ Date last tested _____ Software used _____

SPREADSHEET (Software used) _____ Experienced on a hospital computer system? ☐ Yes ☐ No

Describe: _____

PROFESSIONAL LICENSES / REGISTRATIONS / CERTIFICATIONS

TYPE (If the position you are applying for requires a current license registration or certification, proof of same will be required.)	NUMBER	STATE ISSUED	DATE ISSUED	EXPIRES ON
TYPE (If the position you are applying for requires a current license registration or certification, proof of same will be required.)	NUMBER	STATE ISSUED	DATE ISSUED	EXPIRES ON

Has your professional license ever been revoked or suspended? ☐ Yes ☐ No If yes, when and why? _____**EDUCATIONAL RECORD**

EDUCATION WILL BE CONSIDERED ONLY TO THE EXTENT THAT IT IS RELEVANT TO THE JOB YOU ARE APPLYING FOR

HIGH SCHOOL	ADDRESS	9 10 11 12	DIPLOMA YES NO
GED	ADDRESS		CERTIFICATE YES NO
COLLEGE	ADDRESS	1 2 3 4	MAJOR DEGREE OBTAINED YES NO
COLLEGE	ADDRESS	1 2 3 4	MAJOR DEGREE OBTAINED YES NO
OTHER EDUCATION, SPECIAL COURSES, OR ACADEMIC HONORS			

LIST COURSES YOU ARE NOW ENROLLED IN WHICH RELATE TO THE POSITION(S) YOU ARE SEEKING, INDICATE WHERE ENROLLED.

NAME UNDER WHICH YOU WERE ENROLLED IF DIFFERENT FROM THAT SHOWN ON FRONT PAGE.

EMPLOYMENT HISTORY**MOST RECENT EMPLOYER FIRST - EXPLAIN LAPSES IN EMPLOYMENT BETWEEN JOBS**

ACCOUNT FOR ALL TIME UP TO THE PAST 10 YEARS. Include military service in the United States Armed Services, voluntary services related to the position you are seeking, and every period of unemployment. If self-employed, give firm name, business activities undertaken by you, and one business reference that we may contact. DO NOT EXCLUDE EMPLOYMENT, NO MATTER HOW SHORT A PERIOD. If you need more space, additional pages are available. As further explained below, by signing this application, you permit The Oaks of Pasadena to contact all of your previous employers.

PRESENT OR MOST RECENT EMPLOYER, VOLUNTARY ORGANIZATION, OR BRANCH OF SERVICE		IF STILL EMPLOYED, MAY WE CONTACT? YES ☐ NO ☐		NAME UNDER WHICH YOU WORKED IF DIFFERENT FROM THAT SHOWN ON FRONT PAGE:		PHONE NO. () EXT.	
ADDRESS (Number, Street, City, State, Zip)						☐ FULL TIME ☐ PART TIME AV. HRS. WKLY. _____	
JOB TITLE		IMMEDIATE SUPERVISOR NAME: _____ TITLE: _____		EMPLOYMENT DATES			
				FROM		TO	
NATURE OF DUTIES				(MONTH) (YEAR)		(MONTH) (YEAR)	
REASON FOR LEAVING (Indicate resigned, discharged, etc. because of ...)							

*** EXPLAIN TIME LAPSE HERE**

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				FROM		TO	
NATURE OF DUTIES				(MONTH) (YEAR)		(MONTH) (YEAR)	
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JOB TITLE		IMMEDIATE SUPERVISOR NAME: _____ TITLE: _____		EMPLOYMENT DATES			
				FROM		TO	
NATURE OF DUTIES				(MONTH) (YEAR)		(MONTH) (YEAR)	
REASON FOR LEAVING (Indicate resigned, discharged, etc. because of ...)							

PLEASE READ CAREFULLY APPLICANT'S CERTIFICATION. AGREEMENT AND NOTICE.

I hereby certify that the information contained in this application form is true and correct to the best of my knowledge and agree to have any of the statements checked by the Company unless I have indicated to the contrary. I authorize the references listed above, as well as all other individuals whom the Company contacts, to provide the Company with all information concerning my previous employment and any other pertinent information that they may have. Further, I release all parties and persons from any and all liability for any damages that may result from furnishing such information to the Company as well as from any use or disclosure of such information by the Company or any of its agents, employees, or representatives. I understand that any misrepresentation, falsification, or material omission of information on this application may result in my failure to receive an offer or, if I am hired, my immediate dismissal from employment.

I understand the Company may request me to submit to a pre-employment/post-offer medical examination and drug and alcohol screening tests; and I hereby agree and consent to such examination and testing. I understand any offer of employment is contingent upon my successfully passing the examination and testing.

I understand the Company may request me to submit to a pre-employment/post-offer criminal background check; and I hereby agree and consent to such background check. I understand any offer of employment is contingent upon my successfully completing the background check.

I understand that employment is contingent upon my submitted documentary proof-of-identity and legal authorization to work in the United States, as required. Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. This employer will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 / E-verify to confirm work authorization.

In consideration of my employment, I agree to conform to the rules and standards of the Company. I further agree that my employment and compensation can be terminated at will, with or without cause, and with or without notice, at any time, either at my option or at the option of the Company. I understand that no employee or representative of the Company, other than its CEO, has the authority to enter into any agreement for employment for any specified period of time, or to make any express or implied agreement contrary to the foregoing. Further, the CEO of the Company may not alter the at-will nature of the employment relationship or enter into any employment agreement for a specified time unless the CEO and I both sign a written agreement that clearly and expressly specifies the intent to do so. I agree that this shall constitute a final and fully binding integrated agreement with respect to the at-will nature of my employment relationship and that there are no oral or collateral agreements regarding this issue.

I understand that if an employment relationship is established, the Company retains the absolute right to transfer, demote, and administer employee discipline at any time for any reason and that nothing contained in the Company's personnel policies or procedures can be construed to the contrary.

I further understand that all offers of employment are conditioned on the Company's receipt of satisfactory responses to reference requests and the provision of satisfactory proof of an applicant's identity and legal authority to work in the United States. Offers of employment are also conditioned on the satisfactory completion of a post-offer medical examination.

Date

Signature of Applicant

EQUAL OPPORTUNITY EMPLOYER

The Oaks of Pasadena
EEO APPLICANT FLOW DATA FORM

Dear Applicant:

Federal and state rules require that we keep applicant flow data in our records for statistical purposes. Employers are asked to solicit this information from applicants on a purely voluntary basis. The information is not used for any employment decision.

If you wish to provide this information, please do the following:

1. Do not place your name on this sheet.
2. Enter the date below.
3. Check the applicable boxes and enter your date of birth.

This form will not be kept with your employment application.

Today's Date: _____

Position Applied for: _____

I am: _____ Hispanic or Latino: a person of Cuban, Mexican, Puerto Rican, Central or South American, or
_____ Not Hispanic or Latino

If you checked "Not Hispanic or Latino", please check one of the following racial/ethnic categories:

_____ American Indian or Alaska Native: a person having origins in any of the original peoples of North,

_____ Asian: a person having origins in any of the original peoples of the Far East, Southeast Asia, or

_____ Black or African American: a person having origins in any of the Black racial groups of Africa.

_____ Native Hawaiian or Other Pacific Islander: a person having origins in any of the original peoples of

_____ White: a person having origins in any of the original peoples of Europe, the Middle East or North

_____ Two or More: a person who identifies with more than one of the above five races.

I am: _____ Female _____ Male