

Vital Home & Healthcare, Inc.
8051 W. 186th Street
Suite A
Tinley Park, Illinois 60487-9341

An Equal Opportunity Employer
All applicants are considered
regardless of race, religion, color,
age, sex, disability, national origin
or veteran status

APPLICATION FOR EMPLOYMENT

IMPORTANT: Please Print or Type

S.S. # _____ Date: _____

Name: _____ Phone: _____
(last) (first) (middle initial)

Address: _____
(street) (city/state) (zip code)

Position Desired: _____ Email: _____

Have you ever been employed by Vital Home & Healthcare, Inc. Yes No
If hired, verification of identity and authorization to work in this country will be required.

WHO REFERRED YOU TO OUR COMPANY?

Employee (name) _____ Newspaper (name) _____
 Walk-in Other _____ Employment/Temporary Agency (name) _____

SKILLS AND ABILITIES

Please indicate any of the following in which you have experience or training:

Shorthand Typing (wpm) _____ Dictaphone CRT Medical Terminology
 Languages (other than English) _____ Other _____

Software applications: _____

Programming languages: _____

Hardware: _____

Additional Skills: _____

EMPLOYMENT HISTORY

(List in order, last or present employer first)

1. Employer Name: _____ Employer Phone #: _____
Employer Address: _____ Dates of Employment: _____
Current Salary _____ Current Title: _____
Supervisor/Manager Name: _____ Duties & Responsibilities: _____

Reason for leaving : _____

2. Employer Name: _____ Employer Phone #: _____
Employer Address: _____ Dates of Employment: _____
Ending Salary _____ Ending Title: _____
Supervisor/Manager Name: _____ Duties & Responsibilities: _____

Reason for leaving : _____

3.. Employer Name: _____ Employer Phone #: _____
Employer Address: _____ Dates of Employment: _____
Ending Salary _____ Ending Title: _____
Supervisor/Manager Name: _____ Duties & Responsibilities: _____

Reason for leaving : _____

We may contact the employers listed above unless you indicate below those you do not want us to contact.

Name of employer: _____

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EDUCATIONAL HISTORY

School	School Name	School Address	Course of Study	Graduated?
College				<input type="checkbox"/> Yes <input type="checkbox"/> No
Business/Trade/ Technical				<input type="checkbox"/> Yes <input type="checkbox"/> No
High School				<input type="checkbox"/> Yes <input type="checkbox"/> No

Describe below any training/education you received which is not covered above.

Memberships in Professional Organizations : (exclude those which may disclose your race, color, religion or national origin)

Have you ever been convicted of a felony? Yes No. (A "yes response will not automatically disqualify a job applicant from further consideration.) If you answered "yes" please give details below.

I certify that all statements in the Application for Employment are true, correct, and complete to the best of my knowledge. I give Vital Home & Healthcare, Inc.. permission to investigate all statements made herein and understand that any misstatement or omission of fact on this application may cause my application to be rejected, or if hired, may result in my dismissal. I understand that employment Vital Home & Healthcare, Inc. is terminable at will by either party and that all terms, conditions and benefits of employment expressed or implied are unilateral expressions or current policy and may be changed at any time at management discretion.

Signature

Date

DO NOT WRITE BELOW THIS LINE – FOR EMPLOYER’S USE ONLY

Interviewed by: _____ Date Interviewed: _____

Tests given (if applicable): _____ Test Scores: _____

Disposition Hired Not Hired Future Interest Date of Hire: _____

Start Date: _____ Starting Salary: _____ Position: _____