

An Equal Opportunity Employer

HEARTLAND LIVING

PRE-EMPLOYMENT APPLICATION

Please Read Before Filling Out This Application

HEARTLAND LIVING & REHABILITATION
at MOSES CONE MEMORIAL HOSPITAL
1131 North Church Street
Greensboro, NC 28401
336-832-8300

We appreciate your interest in working for Heartland Living & Rehab. As an equal opportunity employer, our employment practices are in accordance with the laws that prohibit discrimination due to race, color, sex, age, religion, disability or national origin. **We advise that we will check and hold you responsible for the accuracy of the statements you make on this application.** This application will receive active consideration for **ninety (90) days**. If you have not heard from Heartland Living & Rehab within **ninety (90) days** and wish to receive further consideration for employment, it will be necessary to complete another application form.

PERSONAL DATA

Date _____ Social Security Number _____

Name _____ Are you 18 years or older? Yes No

Address _____

Length of Time at This Address _____ Telephone # _____

Cell # _____

List previous address if address has changed during the past five years:

If related to anyone in our employment, state name, relationship and department _____

Have you ever used another name? Yes No If so, what other names? _____

Is any additional information relative to any change of name, use of an assumed name, or nickname necessary to enable a check on your work and educational records? Yes No If yes, please explain: _____

If hired, can you provide proof that you are over 18 years of age? Yes No

Are you capable of satisfactorily performing the essential job duties of the position, with or without reasonable accommodation, for which you are applying? Yes No (Please request a job description for the position for which you are applying)

Do you have adequate transportation to and from work? Yes No

EMPLOYMENT DESIRED

**(YOU MUST APPLY FOR A SPECIFIC JOB. DO NOT PUT "ANY POSITION AVAILABLE".
IF SO, THIS APPLICATION WILL BE REJECTED.)**

Hours I can work: 7 am – 3 pm 3 pm – 11 pm 11 pm – 7 am Other _____

Job Applied For _____ Date You Can Start _____ Salary Desired _____

Have you ever applied here before? Yes No If so, when? _____ Where? _____

WORK HISTORY

Please list the names of your present and previous employers in chronological order with the present, or most recent, employer first. Be sure to account for all periods of time including military service and any periods of unemployment. If self-employed, give the name of the firm or business and supply business references. Use additional pages if needed.

EMPLOYER:	DATES			Work Performed:
	From	To		
Address:				
Job Title:	Hourly Rate / Salary			
	Starting	Final		
Supervisor's Name & Phone #:				
Reason for Leaving:				
EMPLOYER:	DATES			Work Performed:
	From	To		
Address:				
Job Title:	Hourly Rate / Salary			
	Starting	Final		
Supervisor's Name & Phone #:				
Reason for Leaving:				
EMPLOYER:	DATES			Work Performed:
	From	To		
Address:				
Job Title:	Hourly Rate / Salary			
	Starting	Final		
Supervisor's Name & Phone #:				
Reason for Leaving:				
EMPLOYER:	DATES			Work Performed:
	From	To		
Address:				
Job Title:	Hourly Rate / Salary			
	Starting	Final		
Supervisor's Name & Phone #:				
Reason for Leaving:				
EMPLOYER:	DATES			Work Performed:
	From	To		
Address:				
Job Title:	Hourly Rate / Salary			
	Starting	Final		
Supervisor's Name & Phone #:				
Reason for Leaving:				

Have you ever been dismissed or asked to resign from any job held? Yes No If yes, please explain: _____

Please explain fully any gaps in your employment history: _____

May we contact your present employer for a referral? Yes No

EDUCATION

Name of School	Address: City & State	Major Subject	Last Year Completed	Date Graduated
<i>High</i>			1 2 3 4	
<i>College</i>			1 2 3 4	
<i>Trade / Business</i>			1 2 3 4	

EXPERIENCE, etc.

Summarize Special Skills and Qualifications Acquired from Employment or other Experience: _____

Have you ever pled guilty or "no contest" to, or been convicted of a misdemeanor or felony? Yes No If yes, please give the date(s) and details: _____

Have you been arrested for any matters for which you currently are out on bail or on your own recognizance pending trial?
Yes No If yes, please give the date(s) and details: _____

Have you had any adverse legal actions imposed by Medicare, Medicaid, any licensing board or any other Federal Agency program?
Yes No If yes, explain: _____

Note: Answering "Yes" to these questions does not constitute any automatic bar to employment. Factors such as age and time the offense, seriousness and nature of the violation, and rehabilitation will be taken into account. In answering these questions, do not include the following: (1) minor traffic infractions, (2) convictions for which the record has been sealed or expunged, referrals to or participation in any diversion programs.

APPLICANT'S STATEMENT & AGREEMENT

All offers of employment from Heartland Living & Rehab are contingent upon the successful completion of pre-employment references, drug testing, criminal background investigation, and licensures and education verification (as applicable).

I understand that all applicants must provide documents proving U.S. citizenship or eligibility to work legally in the U.S. within three (3) days of employment.

Pursuant to Heartland Living & Rehab policies, we may not employ any individual who has been suspended, excluded, debarred or is otherwise ineligible to participate in any federal reimbursement program.

Work Rules. In the event of my employment with Heartland Living & Rehab, I agree to comply with all rules and regulations of Heartland Living & Rehab.

Drug/Alcohol Test. I understand that Heartland Living & Rehab reserves the right to require me to submit to a test for the presence of drugs in my system prior to employment and at any time during my employment to the extent permitted by law. Should I be extended an offer of employment, I understand that I will be scheduled for a drug test prior to my start date. If that test is positive, I will not receive an offer of employment. In the event an offer of employment has already been made, a positive test result may result in the withdrawal of that offer of employment. If I refuse to take the test, my application for employment shall be deemed withdrawn.

Medical Examination. I understand that any offer of employment may be contingent upon the passing of a physical examination. I consent to the disclosure of the results of any physical examination or related tests to Heartland Living & Rehab. I understand that should I decline to sign this consent or decline to take any of the above-described tests, my application for employment may be rejected or my employment may be terminated.

Background Investigation. I understand that Heartland Living & Rehab's consideration of my application includes an investigation such as my driving record and criminal record, if any. I understand that should I decline to consent to such an investigation, my application for employment may be rejected or my employment may be terminated.

For the purposes of the criminal background investigation, I have listed the counties and states where I have lived during the past five (5) years:

1. _____ 4. _____
2. _____ 5. _____
3. _____ 6. _____

At Will Employment. If hired, I further agree as follows: My employment and compensation are terminable at will, are for no definite period, and my employment and compensation may be terminated by Heartland Living & Rehab at any time and for any reason whatsoever, with or without good cause at the option of either Heartland Living & Rehab or myself. No implied, oral or written agreements contrary to the express language of this agreement are valid unless they are in writing and signed by the President of the Company. This agreement takes the place of all prior and contemporaneous agreements, representations, and understandings between me and Heartland Living & Rehab.

Arbitration: Any controversy or claim arising out of, or relating to, this Pre-Employment Application shall be settled by arbitration in accordance with the Commercial Arbitration Rules of the American Arbitration Association then in effect in the State of North Carolina and judgment upon any arbitration award may be entered into in any court having jurisdiction thereof. The arbitration shall be held in Wake County, North Carolina.

CONTINUED ON NEXT PAGE...

I hereby authorize Heartland Living & Rehab, either on its own or by and through an agent, to thoroughly investigate my references, work record, education and other matters related to my suitability for employment, such as criminal convictions and background, and further, authorize my present employer or any former employer or any other party, including any Government or law enforcement agency and the references I have listed, to disclose to Heartland Living & Rehab any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure, except those which would indicate age, race, color, sex, or national origin. In addition, I hereby release Heartland Living & Rehab, and I understand that false statements or consequential omissions of any kind are sufficient grounds for denying employment or for dismissal.

I hereby certify that all the information that I have provided on this application or any other document filled out in connection with my employment, and in any information that I have provided during any interview is true and correct. I have withheld nothing that would, if disclosed, effect this application unfavorably. I understand that if I am employed and any such information is later found to be false or incomplete in any respect, I may be dismissed.

I understand that if I have any questions regarding this agreement, I may ask a Company representative before signing.

I HEREBY ACKNOWLEDGE THAT I HAVE READ THE ABOVE STATEMENTS AND AGREEMENTS AND UNDERSTAND THE SAME. MY SIGNATURE BELOW ATTESTS TO THE FACT THAT I HAVE READ, UNDERSTAND AND AGREE TO BE LEGALLY BOUND BY ALL OF THE ABOVE TERMS.

Signature of Applicant: _____ Date: _____

PROFESSIONAL REFERENCES

Name #1: _____ Phone # _____
Occupation: _____ Time known? _____
Name #2: _____ Phone # _____
Occupation: _____ Time known? _____
Name #3: _____ Phone # _____
Occupation: _____ Time known? _____

PROFESSIONAL / CERTIFIED PERSONNEL

Certificate / License Number _____ Renewal Number _____
Expiration Date _____
Has your license ever been suspended, revoked or denied in any state? Yes No If yes, explain: _____

Are you currently under investigation? Yes No If yes, explain: _____

DO NOT WRITE
BELOW THIS LINE

— COMPANY USE ONLY —

DO NOT WRITE
BELOW THIS LINE

Disposition _____
Job Classification _____
Date Employed _____
Starting Rate _____ per _____
Department _____
Clock # _____

Is application complete & signed? Yes No
Is drug test complete with acceptable results? Yes No
Licenses/Certifications verified & in good standing? Yes No
Local law enforcement record received? Yes No
Minimum of one work reference checked? Yes No
Interview completed? Yes No
New employee notification form completed and signed by
employee? Yes No
Sex offender registry checked? Yes No

Application information checked by: Name _____ Date _____

Has applicant been TJTC screened? Yes No