

# HAVENWOOD Employment Application

One Havenwood Lane Suite A

PO Box 1005 Travelers Rest, SC 29690

Phone (864) 834-8013 Fax (864) 834-6977

*Prospective employees will receive consideration without discrimination based on race, creed, color, sex, age, national origin, handicap, veteran status, or any other condition prescribed by state or local law.*



BEHAVIORAL HEALTH

HEALTH • CARE • INTEGRITY

<b>Personal &amp; General Information</b>	<b>Last Name</b>		<b>First</b>		<b>Middle</b>		<b>Maiden Name</b>			
	Position Applied For:							Today's Date		
	Street Address							Home Telephone Number ( )		
	City, State Zip							Business Telephone Number ( )		
	Emergency Contact Person – Name & Telephone							Cell Phone or Pager ( )		
	Are you over 21 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No			Can you perform the essential functions of the position for which you are applying? <input type="checkbox"/> Yes <input type="checkbox"/> No						
	Have you been convicted of a crime or violation other than a minor traffic violation? (A conviction will not necessarily result in denial of employment) <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, please explain)									
	Employment Status Desired: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-time <input type="checkbox"/> PRN			When would you be available to work?		How did you hear about this job / facility?				
	Days & Hours Available: (If employed, I will notify my supervisor in writing, should my availability change.)									
	<b>Day</b>	<b>Sunday</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>		
	<b>From:</b>									
	<b>To:</b>									
	Have you ever worked for this company before? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, when)				Have you ever applied with this company before? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, when)					
	Are you related to anyone presently working at HAVENWOOD? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, please provide name & relation)									

<b>Education</b>	<b>School</b>	<b>Name &amp; Location</b>	<b>Course of study</b>	<b># of years completed</b>	<b>Did you graduate ?</b>	<b>Year Graduated</b>	<b>Degree or Diploma</b>
	GED				<input type="checkbox"/> Yes <input type="checkbox"/> No		
	High School				<input type="checkbox"/> Yes <input type="checkbox"/> No		
	Business/ Tech				<input type="checkbox"/> Yes <input type="checkbox"/> No		
	Undergraduate				<input type="checkbox"/> Yes <input type="checkbox"/> No		
	Graduate				<input type="checkbox"/> Yes <input type="checkbox"/> No		
	Certificates				<input type="checkbox"/> Yes <input type="checkbox"/> No		
	Certificates				<input type="checkbox"/> Yes <input type="checkbox"/> No		
	Licenses				<input type="checkbox"/> Yes <input type="checkbox"/> No		
	Licenses				<input type="checkbox"/> Yes <input type="checkbox"/> No		

Please give accurate, complete full-time & part-time employment record. Start with present or most recent employer. Explain any gaps in employment on a separate sheet of paper.

**Applicant Name:**

<b>1) Company Name:</b>	Company Address – Street/PO Box	City	State	Zip
May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	Hourly Pay Start	Last	Employed – month & year From	To
Company Telephone Number ( )	Describe your duties			
Job Title	Reason for leaving & explanation			

<b>2) Company Name:</b>	Company Address – Street/PO Box	City	State	Zip
May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	Hourly Pay Start	Last	Employed – month & year From	To
Company Telephone Number ( )	Describe your duties			
Job Title	Reason for leaving & explanation			

<b>3) Company Name:</b>	Company Address – Street/PO Box	City	State	Zip
May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	Hourly Pay Start	Last	Employed – month & year From	To
Company Telephone Number ( )	Describe your duties			
Job Title	Reason for leaving & explanation			

<b>4) Company Name:</b>	Company Address – Street/PO Box	City	State	Zip
May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	Hourly Pay Start	Last	Employed – month & year From	To
Company Telephone Number ( )	Describe your duties			
Job Title	Reason for leaving & explanation			

**Personal References – Persons not related to you or listed above**

Name	Address	Phone Number
Name	Address	Phone Number
Name	Address	Phone Number

<b>Military</b>	Did you serve in the U.S. Armed Forces? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, what branch?
Location	Dates Enlisted: From To	Rank at Discharge:
Nature of duties & special training received	Type of discharge:	Member of Active Reserve: <input type="checkbox"/> Yes <input type="checkbox"/> No

**Applicant Name:**

I hereby certify that all of the information provided by me in this application (and any other accompanying or required documents) is correct, accurate and complete to the best of my knowledge. I understand that falsification, misrepresentation or omission of any facts in said documents may be cause for denial of employment or immediate termination of employment regardless of the timing or circumstances of discovery.

I understand that submission of an application does not guarantee employment. I further understand that should an offer of employment be extended by HAVENWOOD, that such employment with HAVENWOOD is at will, for no specified duration and may be terminated by either HAVENWOOD or me at any time, with or without cause or notice. I understand that none of the documents, policies, procedures, actions, statements of HAVENWOOD or its representatives used during the employment process is deemed a contract of employment real or implied. I understand that no representative of HAVENWOOD, except the CEO, has authority to enter into any agreement guaranteeing any conditions of employment or any agreement contrary to the foregoing statements and that any such agreements must be made in writing and signed by the CEO.

In consideration for employment with HAVENWOOD, if employed, I agree to conform to the rules, regulations, policies, and procedures of HAVENWOOD at all times and understand that such obedience is a condition of employment.

I understand that if offered a position with HAVENWOOD, I will be required to submit to a pre-employment medical examination, drug screening and background check as a condition of employment, and I agree to such future examination as may be required by HAVENWOOD. I understand those unsatisfactory results from, refusal to cooperate with, or any attempt to affect the results of these pre-employment tests and checks may result in withdrawal of any employment offer or termination of employment if already employed.

I hereby authorize any and all schools, former employers, references, courts and any others who have information about me to provide such information to HAVENWOOD and/or any of its representatives, agents or vendors, and I release all parties involved from any and all liability for any and all damage that may result from providing such information.

I understand that this application is considered current for three months. If I wish to be considered for employment after this period, I must fill out and submit a new application.

**BY SIGNING BELOW I ACKNOWLEDGE THAT I HAVE READ, UNDERSTOOD  
AND AGREE TO THE ABOVE STATEMENTS.**

Position Applied For: \_\_\_\_\_

Name: \_\_\_\_\_

Other Last Name Known By: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City, State Zip Code

\_\_\_\_\_ **Date**

\_\_\_\_\_ **Signature**

**AUTHORIZATION FOR BACKGROUND CHECKS**

After carefully reading this Background Check Disclosure and Authorization form, I authorize HAVENWOOD Behavioral to order my background report, including investigative consumer reports through their contracted services, Ideal HR. I understand that HAVENWOOD Behavioral may rely on this authorization to order additional background reports, including investigative consumer reports, during my employment without asking me for my authorization again as allowed by law.

I also authorize the following agencies and entities to disclose to ESS (Employment Screening Services) and its agents all information about or concerning me, including but not limited to: my past or present employers; learning institutions; including colleges and universities; law enforcement and all other federal, state and local agencies; federal, state and local courts; the military; credit bureaus; testing facilities; motor vehicle records agencies; all other private and public sector repositories of information; and any other person, organization, or agency with any information about or concerning me. The information that can be disclosed to ESS (Employment Screening Services) and its agents includes, but is not limited to, information concerning my employment history, earnings history, education, credit history, motor vehicle history, criminal history, military service, professional credentials and licenses and substances abuse testing.

I agree HAVENWOOD Behavioral may rely on this authorization to order background reports, including investigative consumer reports, from companies other than ESS (Employment Screening Services) without asking me for my authorization again as allowed by law. I also agree that a copy of this form is valid like the signed original. I certify that all of my personal information on this form is true and correct and understand that dishonesty will disqualify me from consideration for employment with HAVENWOOD Behavioral, or if I am hired or already work for HAVENWOOD Behavioral, that my employment may be terminated.

Last Name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Maiden/Other Names \_\_\_\_\_ Years Used \_\_\_\_\_

Social Security Number \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ (Month/Day/Year)

Driver's License Number \_\_\_\_\_ State \_\_\_\_\_

Addresses Within The Past Seven Years (use a separate sheet as needed)

Present Street Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

**Prior Street Address** \_\_\_\_\_

City/State/Zip \_\_\_\_\_

From \_\_\_\_/\_\_\_\_ (Month/Year) To \_\_\_\_/\_\_\_\_ (Month/Year)

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

**Human Resource Department  
HAVENWOOD Behavioral  
One Havenwood Lane Suite A  
Travelers Rest, SC 29690  
Phone (864) 660-6210 FAX (864) 660-6010**

**SUBMIT**

