

# PALM BEACH HABILITATION CENTER

**Application for Employment**

**PALM BEACH HABILITATION CENTER**  
**APPLICATION FOR EMPLOYMENT**

Palm Beach Habilitation Center is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity or expression, marital or familial status, veteran status, genetic information, or other protected status. Palm Beach Habilitation Center is committed to the fair and equal employment of individuals with disabilities. If you have a disability that may require a reasonable accommodation to participate in the application, please contact us at 561-965-8500 to ensure availability of appropriate accommodations. **INSTRUCTIONS: ANSWER ALL QUESTIONS ACCURATELY AND COMPLETELY. Print "N/A" in any space that does not apply to you. INCOMPLETE APPLICATIONS ARE CONSIDERED WITHDRAWN.**

Position applied for \_\_\_\_\_ Date \_\_\_\_\_

Last Name \_\_\_\_\_ First \_\_\_\_\_ M.I. \_\_\_\_\_

Current Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ How Long? \_\_\_\_\_

Previous Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ How Long? \_\_\_\_\_

Contact Phone # (\_\_\_\_) \_\_\_\_\_ *circle one* Home or Cell Email

Are you 18 years of age or older?  Yes  No      Are you available for full time employment?  Yes  No

Have you ever applied with Palm Beach Habilitation Center?  Yes  No  
If yes, when? \_\_\_\_\_

Have you been previously employed by Palm Beach Habilitation Center?  Yes  No  
If yes, when? \_\_\_\_\_

Date your available for work \_\_\_\_\_

Give names and positions of any relatives, including in-laws, who work for this company: \_\_\_\_\_  
\_\_\_\_\_

Please indicate hours and shifts or days you will not work: \_\_\_\_\_

What are your salary requirements? \_\_\_\_\_

List any job related skills or qualifications that support your application: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever been convicted of, or plead guilty or *nolo contendere*, or no contest to a crime?  Yes  No

Are you currently awaiting trial, sentencing or other disposition of a criminal charge?  Yes  No

If the answer to either question is yes, please explain (state the date, type of crime, place of occurrence, disposition): \_\_\_\_\_

**\*Note: Conviction of a crime will not necessarily disqualify you for employment. Each conviction will be judged on its own merit with respect to time and job relatedness.**

### EDUCATION

Level	Name	Major	Circle Highest Grade Completed	Degree/ Diploma/GED
High School			9 10 11 12	
College			1 2 3 4	
Other			1 2 3 4	

Professional Licenses/Certifications: \_\_\_\_\_

Describe any special computer or technical skills and training? \_\_\_\_\_

### PROFESSIONAL EMPLOYMENT

(List all employment since high school, the most recent job first. Attach additional sheets if necessary. Include periods of unemployment, self-employment and military service.)

Dates Employed mo/yr-mo/yr	Company Name & Address	Phone #	Position/ Supervisor	Reason for Leaving	Start & End Salary
1.					
2.					
3.					
4.					
5.					
6.					

May we contact your present employer?  Yes  No

Please identify any exceptions and/or reasons for not contacting prior employers: \_\_\_\_\_

Have you ever been discharged or requested to resign from a position?  Yes  No

If so, explain: \_\_\_\_\_

### PERSONAL REFERENCES

(Do not list relatives or previous employers)

Name	Address	Phone #	Occupation	Years Known
1.				
2.				
3.				

**PLEASE READ CAREFULLY**  
**JOB APPLICANT ACKNOWLEDGEMENT & AUTHORIZATION**  
**TO RELEASE EMPLOYMENT REFERENCE INFORMATION**

I understand that Palm Beach Habilitation Center will attempt to verify statements made on my application and made during my employment interview. When contacted by Palm Beach Habilitation Center I give permission for my former employers and others to answer any and all questions based upon information available to them in my prior employment records. I understand that it is possible that my prior employment records may not be accurate. Nonetheless, in consideration of Palm Beach Habilitation Center's review of this application I agree to release, indemnify and hold harmless all persons and other entities (third parties) providing the information requested by Palm Beach Habilitation Center, their agents, officers or employees. I also agree to release, indemnify and hold harmless Palm Beach Habilitation Center and their agents, officers and employees from any and all liability in connection with its conducting such investigation as it deems appropriate and the use of the information received from Third Parties. I understand that my failure to sign this reference release so that Palm Beach Habilitation Center can contact references and make a full background check of my previous work history will be deemed interference with and a withdrawal of my application for employment. I further agree to hold harmless and indemnify Palm Beach Habilitation Center, and its agents, officers and employees from any and all liability that may be caused by Palm Beach Habilitation Center relying on Inaccurate Information.

I understand that Palm Beach Habilitation Center requires certain information about me to evaluate my qualifications for employment and to conduct its business if I become an employee. I understand that false, incomplete or misleading statements or omissions on this application or any other pre- or post-employment form may be considered sufficient cause for dismissal, if and when discovered. The use of this application blank does not indicate there are positions open and does not in any way obligate Palm Beach Habilitation Center.

I authorize personal references as well as developed references, other persons, companies, corporations, schools, and law enforcement agencies to furnish to Palm Beach Habilitation Center and/or its agents or representatives any information they have concerning me. I understand that I have the right to make a written request within a reasonable period of time for a complete and accurate disclosure of additional information concerning the nature and scope of this investigation. I understand that prior to obtaining any information from a credit reporting service, Palm Beach Habilitation Center must first obtain my written consent in a disclosure separate from this application. I understand that Palm Beach Habilitation Center shall treat all this information in a confidential manner.

I understand that if I am employed by Palm Beach Habilitation Center, I must conform to the rules of the Palm Beach Habilitation Center. I understand that I have the right to terminate my employment at any time with or without notice, with or without cause, and that Palm Beach Habilitation Center has a similar right. I understand my employment by Palm Beach Habilitation Center does not constitute a guarantee that any position be continued for any length of time or that any job assignment or shift be permanent. I understand that I may be required to work scheduled and unscheduled overtime and scheduled weekend and holiday work when required by Palm Beach Habilitation Center. I understand that no one other than the President/CEO of Palm Beach Habilitation Center has authority to make any other agreement.

I understand that I may be required to submit to drug testing now or at any time in the future and I agree to such testing. I also understand that I may be required to submit to a medical evaluation. Moreover, I understand that my failure or refusal to undergo such testing will result in the withdrawal of my employment application.

The Immigration Reform and Control Act of 1986 requires that, after employment, employers verify the legal work authorization and identity of all new employees. An offer of employment will depend upon Palm Beach Habilitation Center's ability to verify this necessary information.

I understand that if I am hired, confidential information regarding Palm Beach Habilitation Center, and/or its customers and employees may be available to me and that this information must not be disseminated or used except for Palm Beach Habilitation Center's benefit. If employed, I agree to keep all information about Palm Beach Habilitation Center, including such information regarding its business methods, protocols, customers and employees, confidential and shall not disclose this information to any unauthorized personnel whether within or without Palm Beach Habilitation Center. **I understand that by typing in my name and electronically submitting the employment application that I am "signing" the document.**

\_\_\_\_\_  
Complete Signature of Applicant

\_\_\_\_\_  
Date

Thank you for completing this application form and for your interest in employment with us. Due to the volume of applications received, we may not interview every applicant. In the event you are selected for interview, we will contact you. Applications will not be considered active after 90 days from date of application unless renewed, in writing, by the applicant at this location.

**INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED**

**September 2014**



## **Applicant Data Record**

**(Confidential – For record keeping use only)**

Palm Beach Habilitation Center is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, veteran status, sexual orientation, gender identity or expression, familial status, marital status, veteran status, genetic information, or any other classification protected by federal, state, or local law. The information below will be used only in the compilation of data for properly reporting our workforce. It will be kept separate from your employment application and remain confidential.

We are a company that values diversity and encourage your participation in this reporting procedure. Refusal to provide this information will have no bearing on your application and will not subject you to any adverse treatment, your cooperation is voluntary.

Gender:  Male  Female

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

**Race/Ethnicity** – Please check on of the descriptions below corresponding to the ethnic group with which you most identify

**Hispanic or Latino** – A person of Cuba, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

**White (Not Hispanic or Latino)** – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

**Black or African American (Not Hispanic or Latino)** – A person having origins in any of the black racial groups of Africa.

**Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)** – A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

**Asian (Not Hispanic or Latino)** – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

**American Indian or Alaska Native (Not Hispanic or Latino)** – A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

**Two or More Races (Not Hispanic or Latino)** – All persons who identify with more than one of the above five races.

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**Recruiting Source: Please identify how you learned about this position opening:**

Newspaper Ad  Recruiter  Workforce Alliance

Employee Referral  PBHC Website  Other: \_\_\_\_\_