

Summit Pointe

APPLICATION FOR EMPLOYMENT



140 W. Michigan Avenue • Battle Creek, MI 49017 • Phone: 269/966-1460 • Fax: 269/966-2844

Mission: Summit Pointe is dedicated to making life work. Values: Respect, Creativity and Accountability.

About Summit Pointe ...

Before you complete this application we want you to know a little bit more about us. Summit Pointe personnel are caring, competent and professional. We work together as teams to achieve organizational success.

- We provide education to our customers that seeks to enhance their individual skills and help raise self-esteem.
- We provide resources to link people with health care programs and social services in our community.
- We work with the community to ensure a continuum of care that will hopefully lead to an improved quality of life for our customers.

Our staff understands that our customers hold the key to their success, and our role is to share in this experience with them and guide them toward their desired results.

Personal Information

Full Name (Last, First, Middle Initial):

Date:

Mailing Address:

City:

State:

Zip Code:

Telephone Number(s):

Social Security Number:

Driver's License Number:

Please Answer

Position(s) applied for: _____

Salary Desired: _____

Have you ever worked under another name? To facilitate reference check, please list:

Are you physically and otherwise able to perform the essential functions of the position(s) applied for with or without an accommodation? Yes No If you need an accommodation, what would it be? _____

On what date are you available for work?

May we contact your present and former employer(s)? Yes No If no, list those who should not be contacted: _____

Have you been employed at Summit Pointe, or Community Mental Health/Calhoun County? Yes No If yes, please list dates: _____

Have you ever applied for employment with Summit Pointe, or Community Mental Health/Calhoun County in the past? Yes No If yes, please list dates: _____

Are you of legal age to work in the United States? Yes No

Are you legally eligible for employment in the United States? Yes No Will be upon hire

Have you been convicted of any crime (including a plea agreement) within the last 7 years? Yes No If yes, please explain: _____

Equal Opportunity Employer

Summit Pointe is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, height, weight, marital or veteran status, legally protected handicap or disability, or any other factors made unlawful under applicable federal and state laws. All personnel decisions are made without prejudice or discrimination, in accordance with the principles of equal opportunity.

Education & Training **This section must be completed, even if resume has been submitted.*

HIGH SCHOOL: _____

Location: _____ Last grade completed: _____

Course of Study: _____ Diploma GED (please check one)

COLLEGE OR UNIVERSITY: _____

Location: _____

Course of Study: _____ Type of Degree Granted: _____

POST-SECONDARY EDUCATION: _____

Location: _____

Course of Study: _____ Type of Degree Granted: _____

LICENSURE/CERTIFICATION (Specify): _____

License No.: _____ Expiration Date: _____

Please describe any specialized training, skill, or apprenticeship you have had that you feel may be helpful in the position for which you are applying:

Please describe honors, professional memberships, or other information you feel might be helpful to Summit Pointe in considering your application:

References

Please list the names, addresses and telephone numbers of professional references who are not related to you and are not previous, or current employers.

1. Name: _____ Phone: _____

Complete Address: _____

2. Name: _____ Phone: _____

Complete Address: _____

3. Name: _____ Phone: _____

Complete Address: _____

Employment & Experience

**This section must be completed, even if resume has been submitted.*

Begin with your present or most recent job. Include any job-related U.S. military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, national origin, handicap or other protected status.

1. EMPLOYER: _____

Address: _____ Phone: _____

Job Title: _____

Responsibilities: _____

Reason for Leaving: _____

Employed From: _____ To: _____ Hourly Rate Starting: _____ Final: _____

Name of Supervisor: _____ Phone: _____

2. EMPLOYER: _____

Address: _____ Phone: _____

Job Title: _____

Responsibilities: _____

Reason for Leaving: _____

Employed From: _____ To: _____ Hourly Rate Starting: _____ Final: _____

Name of Supervisor: _____ Phone: _____

3. EMPLOYER: _____

Address: _____ Phone: _____

Job Title: _____

Responsibilities: _____

Reason for Leaving: _____

Employed From: _____ To: _____ Hourly Rate Starting: _____ Final: _____

Name of Supervisor: _____ Phone: _____

Applicant's Statement

I, _____, **NAME** _____, certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I authorize all present or former employers and all persons listed by me as references to supply all requested information & documentation to Summit Pointe. I release my present & former employers from all liability for any damage on account of furnishing such information.

When contacting references (both professional references and present & former employers) Summit Pointe may ask questions including, but not limited to, attendance, cooperation, initiative, quality of work, job knowledge, strengths and weaknesses. I hereby give Summit Pointe permission to contact any references listed on this application, and my former/present employers that are not listed on page 1 of this application.

This application for employment shall be considered active for a period of time not to exceed 3 months. Completing this application will in no way assure I will be employed.

In the event of employment, I understand that false, misleading or incomplete information given in my application or interview(s) will result in discharge. As a condition of employment I will be required to authorize background checks and submit to a drug/alcohol screen. I understand, also, that I will be required to abide by all policies and procedures of the employer. Also, an offer of employment should in no way be construed as a contract of continued employment.

Applicant's Signature: _____ Date: _____