



101 Willmar Avenue SW • Willmar, MN 56201-359.
320-231-5000 • 1-888-225-6580 • acmc.com

Employment Application

INSTRUCTIONS:

Download this pdf application form to your computer.
Complete this form, print and mail to
ACMC Human Resources, 101 Willmar Ave. SW,
Willmar, MN 56201 along with your résumé **OR**
save the completed pdf form to your computer and
email to acmchr@acmc.com along with your résumé.

Date of Application: _____

LAST NAME		FIRST NAME		MIDDLE NAME		SOCIAL SECURITY #	
OTHER NAMES YOU HAVE USED TO IDENTIFY YOURSELF (FOR REFERENCE PURPOSE ONLY)							
CURRENT MAILING ADDRESS		STREET		CITY		STATE	ZIP CODE
PERMANENT ADDRESS (IF DIFFERENT FROM ABOVE)							
PHONE NUMBER				OTHER NUMBERS WHERE YOU MAY BE CONTACTED			
BEST TIME TO CONTACT YOU AT HOME _____ <input type="checkbox"/> A.M. <input type="checkbox"/> P.M.				MAY WE CONTACT YOU AT WORK? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, WORK NUMBER AND BEST TIME TO CALL (_____) _____ <input type="checkbox"/> A.M. <input type="checkbox"/> P.M.			

HOW WERE YOU REFERRED TO OUR ORGANIZATION?		HAVE YOU BEEN EMPLOYED HERE BEFORE? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, give dates: from _____ to _____	
DATE AVAILABLE TO START WORK		ARE YOU LEGALLY AUTHORIZED TO WORK IN THE UNITED STATES? <input type="checkbox"/> No <input type="checkbox"/> Yes	
WILL YOU NOW OR IN THE FUTURE REQUIRE SPONSORSHIP BY AFFILIATED COMMUNITY MEDICAL CENTERS, PA FOR EMPLOYMENT AUTHORIZATION IN THE UNITED STATES? <input type="checkbox"/> No <input type="checkbox"/> Yes (<i>Explain</i>)			

WORK PREFERENCE

POSITION APPLYING FOR OR TYPE OF WORK YOU ARE INTERESTED IN		SALARY EXPECTED	
EMPLOYMENT INTEREST IS: <input type="checkbox"/> FULL TIME <input type="checkbox"/> TEMPORARY <input type="checkbox"/> PART TIME <input type="checkbox"/> SUMMER		DATE AVAILABLE TO START WORK	
GEOGRAPHIC REQUIREMENTS-Circle the affiliate location(s) you are interested in working. <input type="checkbox"/> All <input type="checkbox"/> Granite Falls <input type="checkbox"/> Litchfield <input type="checkbox"/> Marshall <input type="checkbox"/> New London/Spicer <input type="checkbox"/> Redwood Falls <input type="checkbox"/> Willmar			

All applicants are encouraged to submit a resume for previous employment listing.

EDUCATIONAL RECORD

SCHOOL	NAME & LOCATION	COURSE OF STUDY	CHECK YEAR COMPLETED				DID YOU GRADUATE?		CERTIFICATE/ DEGREE RECEIVED
HIGH			<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
TECHNICAL			<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
COLLEGE			<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
COLLEGE			<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
HONORS RECEIVED INCLUDING SCHOLASTIC AND HONORARY ORGANIZATIONS TO WHICH YOU WERE ELECTED OR APPOINTED									
EXTRACURRICULAR ACTIVITIES IN WHICH YOU ACTIVELY PARTICIPATED PLEASE INDICATE ANY OFFICES HELD**									

**Applicant need not disclose any activities which might reveal them as a member of a protected class.

LICENSES AND/OR CERTIFICATIONS

NURSES, MEDICAL TECH, X-RAY TECH, ETC.

<p>CURRENT NUMBER: _____</p> <p><input type="checkbox"/> LICENSE</p> <p><input type="checkbox"/> CERTIFICATE</p> <p><input type="checkbox"/> REGISTRATION</p>	<p>OCCUPATION _____</p> <p>STATUS OF LICENSE _____</p> <p>EXPIRATION DATE _____</p> <p>STATE ISSUED: _____ DATE: _____</p>
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OTHER QUALIFICATIONS

SUPERVISORY EXPERIENCE

EXPLAIN NATURE OF SUPERVISION

OTHER TRAINING AND EXPERIENCE

DESCRIBE ANY TRAINING, EXPERIENCE OR QUALIFICATIONS (NOT PREVIOUSLY COVERED) THAT MIGHT BE OF INTEREST

EMPLOYMENT HISTORY

LIST MOST RECENT FIRST

COMPANY NAME		FROM		TO		STARTING SALARY
		MO.	YEAR	MO.	YEAR	
						ENDING OR CURRENT SALARY
JOB TITLE	CITY		STATE			
SUPERVISOR'S NAME		TELEPHONE	REASON FOR LEAVING			MAY WE CONTACT THIS EMPLOYER
BRIEF JOB DESCRIPTION					<input type="checkbox"/> Yes, Immediately <input type="checkbox"/> Yes, At a Later Date <input type="checkbox"/> No, Do Not Contact	

COMPANY NAME		FROM		TO		STARTING SALARY
		MO.	YEAR	MO.	YEAR	
						ENDING OR CURRENT SALARY
JOB TITLE	CITY		STATE			
SUPERVISOR'S NAME		TELEPHONE	REASON FOR LEAVING			MAY WE CONTACT THIS EMPLOYER
BRIEF JOB DESCRIPTION					<input type="checkbox"/> Yes, Immediately <input type="checkbox"/> Yes, At a Later Date <input type="checkbox"/> No, Do Not Contact	

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		MO.	YEAR	MO.	YEAR	
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JOB TITLE	CITY		STATE			
SUPERVISOR'S NAME		TELEPHONE	REASON FOR LEAVING			MAY WE CONTACT THIS EMPLOYER
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		MO.	YEAR	MO.	YEAR	
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JOB TITLE	CITY		STATE			
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BRIEF JOB DESCRIPTION					<input type="checkbox"/> Yes, Immediately <input type="checkbox"/> Yes, At a Later Date <input type="checkbox"/> No, Do Not Contact	

REFERENCES

LIST AT LEAST 3 REFERENCES WHO ARE NOT RELATIVES OR EMPLOYERS:

NAME	RELATIONSHIP/TITLE	MAILING ADDRESS	TELEPHONE

APPLICANT’S STATEMENT

I certify that all information I have provided is true, complete and correct.

I understand that any information provided by me that is found to be false, incomplete or misrepresented, will be cause to (i) cancel further consideration of this application, or (ii) immediately discharge me from the employer’s service, whenever it is discovered.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representative, for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute contract for employment for any specified period or definite duration. I understand that no representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer’s president.

I further understand that an offer of employment is conditional based on proper employment authorization, favorable background verification, ability to perform the essential functions of the job (with or without reasonable accommodations) and passing a pre-employment drug screen.

Minnesota law prohibits smoking in medical facilities, therefore the applicant agrees to refrain from tobacco products within the facility, surrounding grounds, or company owned vehicles.

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand and accept all terms as stated above.

SIGNATURE OF APPLICANT _____ **DATE** _____