



## Employment Application

Thank you for your interest in a career at The Hickman. We consider our employees our greatest asset and carefully review each potential team member to ensure they will be a great fit with our community. The Hickman is an Equal Opportunity Employer. Applicants are considered for all positions without regard to race, color, sex, religion, national origin, age, marital or veteran status, sexual preference, disability or any other legally protected status.

The Older Adult Protective Services Act requires us to ensure the safety of our residents in part by ensuring potential employees do not have a history of criminal activity. A facility could be prohibited from hiring an applicant or retaining an employee if the criminal history report reveals a felony conviction under The Controlled Substance, Drug, Device and Cosmetic Act (35 P. S. § § 780-101—780-144). Other potential barriers include felony and/or misdemeanor convictions in the following areas:

- (1) Chapter 25 (relating to criminal homicide).
- (2) Section 2702 (relating to aggravated assault).
- (3) Section 2901 (relating to kidnapping).
- (4) Section 2902 (relating to unlawful restraint).
- (5) Section 3121 (relating to rape).
- (6) Section 3122.1 (relating to statutory sexual assault).
- (7) Section 3123 (relating to involuntary deviate sexual intercourse).
- (8) Section 3124.1 (relating to sexual assault).
- (9) Section 3125 (relating to aggravated indecent assault).
- (10) Section 3126 (relating to indecent assault).
- (11) Section 3127 (relating to indecent exposure).
- (12) Section 3301 (relating to arson and related offenses).
- (13) Section 3502 (relating to burglary).
- (14) Section 3701 (relating to robbery).
- (15) A felony or two misdemeanors under Chapter 39
- (16) Section 4104 (relating to tampering with records or identification).
- (17) Section 4114 (relating to securing execution of documents by deception).
- (18) Section 4302 (relating to incest).
- (19) Section 4303 (relating to concealing death of child).
- (20) Section 4304 (relating to endangering welfare of children).
- (21) Section 4305 (relating to dealing in infant children).
- (22) Section 4952 (relating to intimidation of witnesses or victims).
- (23) Section 4953 (relating to retaliation against witness, victim or party).
- (24) A felony offense under section 5902(b) (relating to prostitution and related offenses).
- (25) Section 5903(c) or (d) (relating to obscene and other sexual materials and performances).
- (26) Section 6301 (relating to corruption of minors).
- (27) Section 6312 (relating to sexual abuse of children).



**AUTHORIZATION:**

I understand that The Hickman will conduct a variety of background screenings which could include reference checks, state and/ or federal background checks, medical evaluations, and other screenings that may show my ability to perform my duties in compliance with local, state, and federal regulations. Therefore, I authorize The Hickman to investigate my past employment, educational credentials, and other employment -related activities. I agree to cooperate in such investigations and release those parties supplying such information to The Hickman from all liability or responsibility with respect to information supplied.

I agree that The Hickman may use the information it obtains concerning me in the conduct of its business. I understand that such use may include disclosure outside The Hickman in those cases where its agents and contractors need such information to perform their functions, where their company's legal interests and/ or obligations are involved, or where there is a medical emergency involving me. I understand, however, that The Hickman intends to protect the confidentiality of personal information it obtains concerning me to the extent required by law. I agree that I will not disclose or use while interviewing with or employed with The Hickman any confidential or proprietary information of others, including any former employer.

I understand that any employment with The Hickman is "at will" and application or employment is not a contract of guaranteed employment. If Employed I may resign at any time for any reason, and The Hickman may terminate my employment at any time for any reason. I understand that any relevant omissions or false answers made by me on this application or employment related documents could be cause for immediate termination and render me ineligible for Hickman benefits.

**I authorize The Hickman to ensure eligibility for hire through the appropriate criminal background checks and pre-employment drug screens.**

\_\_\_\_\_ I have no convictions related to the above offenses.

\_\_\_\_\_ I have had a past conviction related to \_\_\_\_\_

I have lived in Pennsylvania for \_\_\_\_\_ years.

Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# EMPLOYMENT APPLICATION

FIRST NAME: \_\_\_\_\_ LAST NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

POSITION: \_\_\_\_\_ FULL-TIME PART-TIME PER DIEM

Are you legally authorized to work in the United States? YES NO

Have you ever worked at the Hickman? YES NO Dates: \_\_\_\_\_

List any relatives currently employed by The Hickman: \_\_\_\_\_

How did you hear about this opportunity? \_\_\_\_\_

NAME OF EMPLOYEE REFERRAL: \_\_\_\_\_

**MILITARY SERVICE:** \_\_\_\_\_

## PROFESSIONAL REFERENCES:

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

Relationship: \_\_\_\_\_ Contact Info : \_\_\_\_\_

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

Relationship: \_\_\_\_\_ Contact Info : \_\_\_\_\_

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

Relationship: \_\_\_\_\_ Contact Info : \_\_\_\_\_



**WORK EXPERIENCE:**

Most Recent Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Position: \_\_\_\_\_ Salary/ Wage: \_\_\_\_\_

Dates: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Position: \_\_\_\_\_ Salary/ Wage: \_\_\_\_\_

Dates: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Position: \_\_\_\_\_ Salary/ Wage: \_\_\_\_\_

Dates: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

**EDUCATION:**

School: \_\_\_\_\_ Degree/ Year: \_\_\_\_\_

School: \_\_\_\_\_ Degree/ Year: \_\_\_\_\_

LICENSES/ CERTIFICATIONS: \_\_\_\_\_

