

EMPLOYMENT APPLICATION

Wesmark Ambulatory Surgery Center
 420 West Wesmark Boulevard
 Sumter, SC 29150
 Phone: 803-905-5590
 Fax: 803-905-5595

This facility receives applications and employs persons without regard to race, color, sex, religion, age, national origin, physical or mental disability, marital status, veterans' status, citizenship status or any other category protected by local, state or federal law. In addition this facility makes reasonable accommodation to the needs of disabled applicants and employees, so long as this does not create an undue hardship on the surgical center or threaten the health or safety of others at work. The receipt of this application does not mean that job openings exist at our surgery center and does not obligate ASCOA in any way. We appreciate your interest in our facility.

LAST NAME	FIRST	MIDDLE	SOCIAL SECURITY NUMBER
PRESENT ADDRESS	CITY	STATE	ZIP
			CONTACT INFORMATION: CELL PHONE: HOME PHONE: E-MAIL:

PERSONAL INFORMATION

POSITION(S) APPLIED FOR	SALARY DESIRED	DATE AVAILABLE FOR WORK
HOW WERE YOU REFERRED TO THIS FACILITY?		ARE YOU APPLYING FOR PRN <input type="checkbox"/> FULL-TIME <input type="checkbox"/> PART-TIME <input type="checkbox"/> REGULAR <input type="checkbox"/> TEMPORARY <input type="checkbox"/>
EMERGENCY CONTACT NAME & NUMBER:	ARE YOU OVER 18 YEARS OLD? YES <input type="checkbox"/> NO <input type="checkbox"/>	WOULD YOU CONSIDER WORKING: WEEKENDS & HOLIDAYS <input type="checkbox"/>
DO YOU HAVE THE LEGAL RIGHT TO WORK IN THIS COUNTRY? YES <input type="checkbox"/> NO <input type="checkbox"/>		ROTATING SHIFTS <input type="checkbox"/>
HAVE YOU BEEN CONVICTED OF A FELONY? IF YES, EXPLAIN: YES <input type="checkbox"/> NO <input type="checkbox"/>		ON CALL <input type="checkbox"/> ANY SHIFT <input type="checkbox"/>

EDUCATION/SKILLS

SCHOOL	NAME & ADDRESS OF SCHOOL	COURSE OF STUDY	CIRCLE LAST YEAR COMPLETED				DID YOU GRADUATE?		LIST DIPLOMA OR DEGREE
			1	2	3	4	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
HIGH SCHOOL									
COLLEGE									
COLLEGE									
OTHER (Business College, Other Special Courses (include Special Military Training, Post Graduate and Nursing))									
AREA OF SPECIALIZATION OR MAJOR INTEREST						TYPING (APPROXIMATE WPM)			
LIST HEALTH CARE, BUSINESS, OR INDUSTRIAL EQUIPMENT OPERATED:									

PROFESSIONAL LICENSES AND/OR CERTIFICATIONS

ARE YOU CURRENTLY: <input type="checkbox"/> REGISTERED <input type="checkbox"/> LICENSED <input type="checkbox"/> CERTIFIED				
ARE YOU ELIGIBLE FOR: <input type="checkbox"/> REGISTRATION <input type="checkbox"/> LICENSURE <input type="checkbox"/> CERTIFICATION				
IF LICENSED, REGISTERED OR CERTIFIED	TYPE	STATE ISSUED	DATE	NUMBER
	TYPE	STATE ISSUED	DATE	NUMBER
	TYPE	STATE ISSUED	DATE	NUMBER

EMPLOYMENT HISTORY

LIST NAME, ADDRESS AND PHONE NUMBER OF PREVIOUS EMPLOYERS WITH MOST RECENT FIRST				
Record U.S. Military Service (as a position)				
JOB TITLE	FROM	TO	IMMEDIATE SUPERVISOR	LAST SALARY Hourly, Monthly, Yearly
EMPLOYER NAME:			PHONE:	
ADDRESS:				
DUTIES:				
REASON FOR LEAVING:				

JOB TITLE	FROM	TO	IMMEDIATE SUPERVISOR	LAST SALARY Hourly, Monthly, Yearly
EMPLOYER NAME:			PHONE:	
ADDRESS:				
DUTIES:				
REASON FOR LEAVING:				

JOB TITLE	FROM	TO	IMMEDIATE SUPERVISOR	LAST SALARY Hourly, Monthly, Yearly
EMPLOYER NAME:			PHONE:	
ADDRESS:				
DUTIES:				
REASON FOR LEAVING:				

JOB TITLE	FROM	TO	IMMEDIATE SUPERVISOR	LAST SALARY Hourly, Monthly, Yearly
EMPLOYER NAME:			PHONE:	
ADDRESS:				
DUTIES:				
REASON FOR LEAVING:				

REFERRALS

NAME:	PHONE:
NAME:	PHONE:
NAME:	PHONE:
NAME:	PHONE:

EMPLOYMENT POLICIES

It is the policy of this ASC to provide a workplace that is free from illegal drugs and alcohol. Given the easy access to controlled substances in the health care setting and the potential risks to patients and others if health care employees are attempting to perform their duties while using or having used drugs or alcohol, this ASC has adopted the following policy regarding drugs and alcohol:

1. The sale, manufacture, distribution, purchase, use, possession, reporting to work, or working while impaired by intoxicants, non-prescribed narcotics, hallucinogenic drugs, marijuana, or other non-prescribed controlled substances is prohibited while on this ASC property or during working hours.
2. The distribution, sale, purchase, use or possession of equipment, products, and materials which are intended for use, or designed for use with non-prescribed controlled substances also is prohibited while on this ASC property or during working hours.
3. Reporting to or being at work with a measurable quantity of prescribed narcotics in the blood or urine or use of prescribed narcotics is also prohibited where in the opinion of this ASC such use prevents the employee from performing the duties of his or her job or poses a risk to the safety of the employee, other persons or property.
4. All applicants for employment will be required to submit to a drug/alcohol test at pre-employment or whenever, in the opinion of management, this is necessary. If such testing indicates the presence of a measurable quantity of drugs/alcohol in the body, the candidate will be disqualified from further hiring consideration. Likewise, refusal to take the drug/alcohol test will also disqualify the candidate from further hiring consideration.

APPLICANT'S STATEMENT

This ASC has adopted a Drug and Alcohol Policy applicable to all of its applicants and employees. A copy of this policy will be provided to you upon request or employment.

I certify that I have read and understand this ASC's Drug and Alcohol Policy and I further agree and consent to taking any blood, "breathalyzer" or urinalysis tests requested by this ASC as part of a pre-employment physical or otherwise and authorize release of any test results to this ASC. If hired by this ASC, I hereby give my consent to any drug or alcohol testing as may be required by this ASC and authorize release of any such test results to the ASC.

DATE

APPLICANT'S SIGNATURE

I hereby state that the information given by me in this application is true in all respects. I understand that any material misrepresentation or deliberate omission of fact in my application may be justification for refusal of employment, or if employed cause me to be subject to dismissal without notice at any time.

I understand that employment at the surgery center is on an at will basis and that employment is not offered, contracted or guaranteed for any specific period of time. I understand that employment may be terminated by either party at any time, with or without cause, and with or without notice.

I agree to search of my person or of any locker or property assigned to me, and hereby waive all claims for damages on account of such examination.

I authorize any physician or hospital to release any information which may be necessary to determine my ability to perform the duties of a job I am being considered for prior to employment or in the future during my employment with this ASC.

Management reserves the right to establish working hours and work schedules, and employees are expected to comply.

It is my understanding that this ASC may make a thorough investigation of my entire work and personal history and may verify all data given in my application for employment, related papers, or oral interviews.

I authorize such investigation and the giving and receiving of any information requested by this ASC and I release from liability any person giving or receiving such information.

I understand that this is an application for employment and that no employment contract is being offered.

I understand that if I am employed, such employment is for an indefinite period of time and that this ASC can change wages, benefits and conditions at any time.

A basic part of medical ethics is that all information concerning patients (their conditions, treatment and financial information), their doctors and your fellow employees, as well as personal information concerning bonuses and or pay raises remain strictly confidential, any violation of confidentiality could result in discharge.

I have read, understand, and agree to the above.

DATE

APPLICANT'S SIGNATURE