



Equal Opportunity Information

******The completion of this form is voluntary******

Prestera Center for Mental Health Services, Inc., is an equal opportunity employer which is committed to a program of recruitment of females, minority group members, individuals with disabilities and disabled veterans of the Vietnam Era in areas of work where they may be underutilized. To successfully implement this program, we request that you provide the following information. The completion of this form will not enhance or detract from further consideration for employment. The information provided will be kept confidential and will not be retained with your employment application or information.

Name		Date		
Position/Requisition ID/Listing ID		Gender <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Do Not Wish to Identify		
Social Security Number				
Race	Disabled?	Military Veteran?	Vietnam-Era Veteran?	Disabled Veteran?
<input type="checkbox"/> White (Caucasian) <input type="checkbox"/> Black or African American <input type="checkbox"/> Native American or Alaskan Native <input type="checkbox"/> Hispanic <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> Two or More Races	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Do Not Wish to Identify	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Do Not Wish to Identify	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Do Not Wish to Identify	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Do Not Wish to Identify

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Prestera Center is an equal opportunity employer

**PLEASE READ THE FOLLOWING BEFORE
COMPLETING OUR APPLICATION**

1. There is no guarantee of a job offer or job interview based upon your completion of our application. Your completed application blank will be considered with those of others who have submitted applications and decisions about interviews will be based on this comparison.
2. Our application must be completely filled out in order for it to be considered as your application for employment.
3. If the information provided by you on our application cannot be satisfactorily verified by employment reference checks, your application could be considered incomplete.
4. Applications are filed according to job title. Be as specific as possible in stating the job applied for: “ANY POSITION” is not an acceptable response to “Position Applied For” on our application.
5. Due to the large number of applications we receive and consider and the competitive nature of our employment process, specific reasons for employment decisions made will not be released.
6. Upon completing and submitting your application, you may be subject to the following checks:

**EMPLOYMENT and CHARACTER REFERENCE CHECK
WV CARES BACKGROUND CHECK
DRIVING RECORD CHECK**

7. If offered employment, the following may also be required:

**DRUG SCREEN
PROFESSIONAL LICENSE INVESTIGATION**

8. As a potential visitor of Pretera Center for Mental Health Services, Inc., you may be in contact with Pretera clients and staff, and agree that you must hold information regarding clients and/or staff in strictest confidence and that intentional or involuntary violation of this restricted information is against State and Federal regulations including 45 CFR of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) which states that you MAY NOT use or disclose any information observed or heard while visiting Pretera Center. It is also noted that violating these regulations could result in civil penalties and/or criminal prosecution, up to \$25,000 fines or a prison sentence up to 10 years.

I have read the above statements concerning my application for employment and understand these statements.

Signature of Applicant

Date

EDUCATION

Highest grade completed (*Circle One*): 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19+

Do you have a High School Diploma or GED? Yes No

SCHOOL CITY/STATE

HIGH SCHOOL			DEGREE	FIELD	YEAR
COLLEGE					
COLLEGE					
BUSINESS/VOCATIONAL					

Additional skills or qualifications _____

Do you hold a professional license relevant to the job for which you are applying? No Yes

If yes, give type _____

Have you ever had a professional license/certificate suspended or revoked? No Yes

If yes, explain (date/employer/reasons) _____

PROFESSIONAL AND CHARACTER REFERENCES (not relatives)

NAME	TITLE	EMAIL ADDRESS	PHONE

List any other name by which these references might know you: _____

WORK HISTORY

Please list **ALL** work history, most recent employer first. If additional space is needed, attach extra sheet.

Have you ever worked for Pretera Center before? No Yes, please document below.

EMPLOYER	DATES		SALARY	JOB TITLE/ POSITION	REASON LEFT	SUPERVISOR NAME
	FROM	TO				
NAME ADDRESS PHONE #						
ADDRESS PHONE #						
ADDRESS PHONE #						

May we contact your present employer? _____ Previous employers? _____ If not, explain which ones may not be contacted and reason(s) _____

Acknowledgement

I certify that all information I have provided in order to apply for and secure work for this company is true, complete and correct including any voluntary questionnaires. All information and documents previously and hereafter provided to the employer in connection with my application for employment are incorporated by reference herein.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect will be sufficient to (i) cancel further consideration of this application, or (ii) constitute sufficient grounds to 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, publish 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 this company, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information to me.

I understand that the employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from this employer and still wish to be considered for employment, it will be necessary to reapply and fill out a new application.

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. I understand that if I choose to voluntarily terminate my employment, the company may either permit me to continue my employment during the notice period or may accept my resignation immediately. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of this company 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.

In the event of my employment, I will comply with all rules and regulations as set forth in the company's policy manual or other communications distributed to all employees.

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 in this regard.

BY SIGNING BELOW, I HEREBY ACKNOWLEDGE THAT I HAVE READ THE ABOVE DISCLOSURE STATEMENT AND UNDERSTAND IT.

SIGNATURE _____

DATE _____

Name _____ SS# _____

I understand that any offer of employment will be contingent upon the successful completion of a urine drug screen, criminal background check, a motor vehicle driving record check, child or adult protective services check and/or professional license verification, should such be deemed necessary for the position for which I am applying. I also understand that if hired I will be required to produce documentation verifying my U.S. citizenship or work permit within 3 days of hire.

I hereby give Pretera Center or its authorized representatives permission to make a thorough investigation of my past employment, education, and activities, and I release from liability all persons, companies, corporations, governmental entities, or academic institutions supplying such information. I also release Pretera Center and its authorized representatives from any liability arising from making such investigation. I understand that falsified statements or misrepresentations or omissions on this application, other employment documents shall be considered sufficient cause for denial of employment or discharge.

If employed, I will follow the policies of Pretera Center and understand that my employment and compensation can be terminated with or without cause, or with or without notice, at any time, at my option or at the option of the Center.

Additionally, I understand that nothing contained in this application or in the granting of an interview is intended to create an employment contract between Pretera Center and myself for either employment or for the providing of any benefit. No promises regarding employment have been made to me and I understand that no such promise or guarantee is binding upon Pretera Center unless made in writing by the Executive Director. If an employment relationship is established, I acknowledge that no consideration has been furnished to Pretera Center for my employment other than my services.

I ALSO UNDERSTAND THAT IF AN EMPLOYMENT RELATIONSHIP IS ESTABLISHED, I WILL BE AN EMPLOYEE AT WILL, WHICH MEANS THAT MY EMPLOYMENT IS FOR NO DEFINITE PERIOD; EITHER I OR PRESTERA CENTER CAN TERMINATE MY EMPLOYMENT AT ANY TIME WITHOUT PRIOR NOTICE AND THE TERMS AND CONDITIONS OF MY EMPLOYMENT CAN BE CHANGED BY PRESTERA CENTER AT ANY TIME.

Applicant Signature

Date