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**TO:** Prospective Job Applicants  
**FROM:** Anneta Conder, Director of Human Resources  
**SUBJECT:** Employment Applications  
**DATE:** October 15, 2007

Thank you for your interest in applying for a job at Heritage Schools, Inc. Please read the current list of job openings and applicant info (included with job listings) before sending in an application. Due to the therapeutic environment of our facility, tobacco and illegal drug users and persons convicted of a felony or any crime against a person are not eligible for employment.

The employment application on our website may be filled out on the computer and printed out (application is double-sided and uses legal size paper – 8 ½” x 14”). This application is used as a prescreening tool. You will not be considered an official applicant until you have met all of the following requirements:

- Apply for a position that is currently open and that you meet the minimum qualifications for
- Submit a completely filled out and signed employment application to the Employment Coordinator (if you fax, mail, or email your application, call to confirm receipt.)
- Be interviewed by Heritage’s Employment Coordinator or the supervisor for the position you are applying for (open interview times are listed on the website and job hotline)

Job openings are updated regularly on our job hotline, (801) 226-4640. The Employment Coordinator may be reached at (801) 226-4600, ext. 215.

Heritage is an Equal Opportunity Employer.



Heritage Residential Treatment Center  
**APPLICATION FOR EMPLOYMENT**  
 Equal opportunity and Affirmative Action

**PLEASE COMPLETE APPLICATION IN FULL**

Have you applied with this facility in the last 6 months?  Yes  No

LAST NAME	FIRST NAME	MIDDLE NAME	SOCIAL SECURITY #		DATE OF APPLICATION	
CURRENT ADDRESS	CITY	COUNTY	STATE	ZIP CODE	HOME PHONE	CELL PHONE
PREVIOUS ADDRESS	CITY	COUNTY	STATE	ZIP CODE	EMAIL ADDRESS	

**SOURCE OF REFERRAL**

**RECRUITING METHOD:** (Please Check One)

Walk-In       Newspaper       School Referral       (05) Other \_\_\_\_\_  
 Job Service       Rehire from RIF       Heritage Website       (40) Staff References \_\_\_\_\_  
 Job Line       School Referral       Other Website       (85) Community Based Org \_\_\_\_\_

Have you ever been convicted of a crime?  Yes  No **Background checks will be completed on ALL employees.**

If so, provide date, location, and explanation: \_\_\_\_\_

Have you ever been employed by or are you currently employed by Heritage?  Yes  No

If yes, where? \_\_\_\_\_ When? \_\_\_\_\_ Why did you leave? \_\_\_\_\_

**WORK AVAILABILITY**

Position(s) Desired	Type of Employment	Work Schedule/Shift Available <i>(shifts/hours may vary)</i>	Weekends
_____	_____ Full-Time	_____ 6:45 am – 3:00 pm	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____ Part-Time	_____ 2:30 pm – 11:00 pm	<i>Some positions require working Saturdays and Sundays. Inability to work weekends may disqualify you from some positions.</i>
		_____ 10:30 pm – 7:00 am	
		_____ 8:00 am – 5:00 pm	

Current Salary \$ \_\_\_\_\_ Minimum Salary Requirement \$ \_\_\_\_\_ Date Available to Work \_\_\_\_\_

**EDUCATION**

Have you graduated from High School or completed the GED equivalent?  Yes  No

School Name & Location (include City & State)	Major	Circle Last Year Completed				Degrees Rec'd / Graduation Date	Last Year Attended
College or University		1	2	3	4		
Advanced Study		1	2	3	4		
Trade or Vocational		1	2	3	4		

**LICENSURE/REGISTRATION**

**List any professional licenses/registrations**

State(s) in which professionally registered: \_\_\_\_\_ Registration/License # \_\_\_\_\_ Expiration Date(s) \_\_\_\_\_

Do you have any pending restrictions and/or a suspension on your current professional license/registration that would restrain you from performing in this position?  
 Yes  No

Have you ever been refused professional licensure, or had a license/registration suspended or revoked?  Yes  No

If yes, please explain: \_\_\_\_\_

List any trade or professional organizations of which you are a member, including offices held: \_\_\_\_\_

List any special skills or pertinent experience: \_\_\_\_\_

**APPLICANT:** Please read the following, then complete the survey below.

The Federal government requires employers to collect statistical information on job applicants. Providing this information is voluntary. Non-completion of the survey below will not in any way affect your employment and the survey will be used for statistical purposes only. It will not be included in your application file and will be kept confidential. Refusal to provide this information will not subject the application or employee to any adverse treatment. It will be used only in accordance with the regulations

**SURVEY**

1. **SEX**  Male  Female

2. **RACE/ETHNIC BACKGROUND** (Check all that apply)

- Asian
- Pacific Islander
- American Indian/Native American
- Black (not of Hispanic Origin)
- White (not of Hispanic Origin)
- Hispanic – a person whose cultural or linguistic origins are Spanish or Latin American, regardless of race (e.g., Mexican, Puerto Rican, Cuban, Central or South American).

3. **DISABLED OR VETERAN STATUS** (Check all that apply):

- Disabled, but not a veteran (1)
- Veteran of Vietnam Era (V)
- Disabled Veteran (D)
- None of the above

I do not wish to complete this survey.

NAME: \_\_\_\_\_

*Start with your most recent employment; give a complete record of all employment and reasons for periods of unemployment.  
NOTE: Incomplete applications may delay the hiring process*

MAY WE CONTACT YOUR CURRENT EMPLOYER?  Yes  No

COMPANY	ADDRESS	CITY	STATE	ZIP	AREA CODE / PHONE
TYPE OF BUSINESS	SUPERVISOR'S NAME & TITLE		DATE EMPLOYED MO. YR.	DATE LEFT MO. YR.	
TITLE AND DUTIES					
REASON FOR LEAVING		IF YOUR EMPLOYMENT RECORDS EXIST UNDER ANOTHER NAME, PLEASE SPECIFY		FINAL SALARY	
COMPANY	ADDRESS	CITY	STATE	ZIP	AREA CODE / PHONE
TYPE OF BUSINESS	SUPERVISOR'S NAME & TITLE		DATE EMPLOYED MO. YR.	DATE LEFT MO. YR.	
TITLE AND DUTIES					
REASON FOR LEAVING		IF YOUR EMPLOYMENT RECORDS EXIST UNDER ANOTHER NAME, PLEASE SPECIFY		FINAL SALARY	
COMPANY	ADDRESS	CITY	STATE	ZIP	AREA CODE / PHONE
TYPE OF BUSINESS	SUPERVISOR'S NAME & TITLE		DATE EMPLOYED MO. YR.	DATE LEFT MO. YR.	
TITLE AND DUTIES					
REASON FOR LEAVING		IF YOUR EMPLOYMENT RECORDS EXIST UNDER ANOTHER NAME, PLEASE SPECIFY		FINAL SALARY	

**GIVE THREE ADDITIONAL PERSONAL REFERENCES – Do not list relatives or clergy**

Name	Firm Name/Occupation or Title	Email address	Area Code/Phone	Yrs. Known

The information in this application is complete and accurate to the best of my knowledge. Any misrepresentation or omission of the facts of this application disqualifies me from further consideration, or, if I am employed, is sufficient cause for dismissal. I authorize investigation of all statements contained in this application and do hereby release any and all persons, companies, or agencies to release any and all information concerning my previous employment and any pertinent information they may have and release all parties from all liability for any damage that may result from furnishing the same.

I understand that to be considered as a formal applicant, the following criteria must be met:

- 1) The position for which I am applying must be specifically identified, open, and recruitment for the position going on at the time of this application; and,
- 2) Applications must be submitted to the Human Resources Department no later than 5:00 pm on the closing date of the position.

I understand that if I am employed, my employment will not be for a definite duration and can be terminated at any time by either myself or my employer. I further understand that none of the company's personnel policies should be construed as a contract or as a guarantee of continued employment. Any employment, if offered, will be subject to the conditions of and compliance with Heritage Schools, Inc. policies and established procedures. Any employment offer is contingent upon producing documents establishing my eligibility to work in the United States, satisfactory results from reference checks, and compliance with Heritage Schools, Inc. policies and procedures. I full y agree to the foregoing terms and conditions.

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

It is the policy of Heritage Schools, Inc. to develop, implement, and maintain employment policies and practices that are based upon individual merit without regard to race, color, sex, age, religion, national origin, handicap, veteran, or citizenship status. In addition, it is the policy of this organization to actively promote the realization of Equal Employment Opportunity and compliance with the concepts and practices of Affirmative Action.

**DO NOT WRITE IN THIS SPACE**