



# Community Health Center of Burlington Application for Employment

**Important: This application is considered a legal document and must be completed in full**

Please do not write "see resume".

## Applicant Data

Last Name	First Name	Middle Initial
Street Address		
City	State	Zip
Phone Number I	Phone Number II	Other
Email Address		

## Eligibility for Employment

Yes	No	Are you 18 years of age or older?
Yes	No	Are you legally eligible for employment in the United States?
Any offer of employment is contingent upon your completing the Employment Eligibility Verification Form (I-9) and providing documents to verify your identity and employment eligibility as required by law. When completing the I-9, you will be required to attest that you are a citizen or national of the U.S., a lawful permanent resident or an alien authorized to work.		
Yes	No	Is there anything that will prevent you from performing the essential functions of the position or positions for which you are applying with or without reasonable accommodation? If so, please explain.
Yes	No	Have you ever been convicted of a violation of any federal, state, county or municipal law, regulation or ordinance?
If yes, please attach a separate sheet listing the date and place of the offense, charge and disposition. Include any convictions as the result of court martial during military service. Do not include arrests without convictions or motor vehicle violations for which the only penalty imposed was a fine of \$25 or less. The existence of a criminal record does not constitute an automatic bar to employment.		

## Employment Application

Job Title (position applying for)	Requisition #
How did you learn about Community Health Center of Burlington and this opening?	
Skills & Qualifications – Summarize special skills and qualifications you possess that may qualify you to perform this job at Community Health Center of Burlington. List any accomplishments, non-medical certifications and/or awards to be included in the applicant selection process.	

**Employment History** (list most recent employment first)

Employer Name

Job Title

Address

City

State

Zip

Dates of Employment

Supervisor/Manager

May we Contact as a Reference?

From

To

 Yes No

Telephone or Email Address

Starting Wage/Salary

Ending Wage/Salary

**Employment History**

Employer Name

Job Title

Address

City

State

Zip

Dates of Employment

Supervisor/Manager

May we Contact as a Reference?

From

To

 Yes No

Telephone or Email Address

Starting Wage/Salary

Ending Wage/Salary

**Employment History**

Employer Name

Job Title

Address

City

State

Zip

Dates of Employment

Supervisor/Manager

May we Contact as a Reference?

From

To

 Yes No

Telephone or Email Address

Starting Wage/Salary

Ending Wage/Salary

## **Employment History**

Employer Name	Job Title		
Address			
City	State	Zip	
Dates of Employment From	To	Supervisor/Manager	May we Contact as a Reference? <input type="checkbox"/> Yes <input type="checkbox"/> No
Telephone or Email Address	Starting Wage/Salary	Ending Wage/Salary	

## **Education** (High School)

Official Name Educational Institution		
Address		
City	State	Zip
Degree Awarded: <input type="checkbox"/> High School Diploma <input type="checkbox"/> GED <input type="checkbox"/> Non-US/CA Secondary Certificate <input type="checkbox"/> Did Not Graduate		

Areas of Concentration:

## **College / University** (Undergraduate)

Official Name of Undergraduate School		
Address		
City	State	Zip
Country	Date Started	Date Ended
Degree Awarded	Did you Complete Undergraduate Education at this school? <input type="checkbox"/> Yes <input type="checkbox"/> No	

**College / University** (Undergraduate)

Official Name of Undergraduate School

Address

City State Zip

Country Date Started Date Ended

Degree Awarded Did you Complete Undergraduate Education at this school?  
 Yes  No

**Post Graduate College or University**

Official Name of Post-Graduate School

Address

City State Zip

Country Date Started Date Ended

Degree Awarded Did you Complete Post Graduate Education at this school?  
 Yes  No

**Post Graduate College or University**

Official Name of Post-Graduate School

Address

City State Zip

Country Date Started Date Ended

Degree Awarded Did you Complete Post Graduate Education at this school?  
 Yes  No

During the final stages of the applicant selection process, CHCB may contact employment references. All reference questions will be related to the knowledge, skills, and abilities required for the specific job vacancy. References will not be contacted until CHCB has a signed Application for Employment Form.

**References-** List three (3) references who would have current and first-hand knowledge of your capabilities relating to the basic qualifications and/or essential duties and responsibilities of the job vacancy.

Employer	Reference Name	Relationship
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City	State	Zip
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Phone I	Phone II
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Email Address

Notes

**References**

Employer	Reference Name	Relationship
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City	State	Zip
------	-------	-----

Phone I	Phone II
---------	----------

Email Address

Notes

**References**

Employer	Reference Name	Relationship
----------	----------------	--------------

City	State	Zip
------	-------	-----

Phone I	Phone II
---------	----------

Email Address

Notes



**Please list any Training, Workshops, Volunteer Experiences below:**

**Other Qualifications**

Please leave this section blank if the specific job you are applying to does not require licensure or certification. Please complete the following section(s) relating to basic qualifications listed in the job listing.

**Licensure**

Licensure and State	License #	Active Y/N		Expiration Date
		Yes	No	
		Yes	No	
		Yes	No	
		Yes	No	

**Certifications & Credentials**

Type	Award Date	Expiration Date

**Professional / Medical Specialty Information**

Specialty	Board Eligible	Exam Pending Results Pending	Board Certified
		Exam Pending Results Pending	
		Exam Pending Results Pending	
		Exam Pending Results Pending	
		Exam Pending Results Pending	

**Non-Discrimination Policy**

**CHCB IS AN EQUAL OPPORTUNITY EMPLOYER**

CHCB is an equal opportunity employer. It is our policy to comply with all applicable federal and state laws related to fair employment practices. To the extent required by these laws, CHCB does not discriminate in its employment decisions on the basis of race, color, ancestry, religion, gender, gender identity, age, marital/civil union status, national origin, sexual orientation, place of birth, military or veteran status, disability, genetic information having a positive test result on an HIV related blood test or other legally-protected classification. CHCB will provide reasonable accommodations for disabled individuals in compliance with applicable state and federal laws.



## Community Health Center of Burlington, Inc.

617 Riverside Avenue • Burlington, VT 05401-1601 • (802) 864-6309 (TDD) • Fax (802) 860-4325

**Read this section thoroughly and carefully; then sign and date below:**

I understand, if hired, my offer of employment and continued employment may be contingent upon my successful passing of: a physical exam including TB testing as may be required by the State Health Code and/or by facility policy; checks on my criminal background which may include checks of the elder abuse registry, child abuse and neglect registry, federal registry, or any other background checks required by law or Community Health Center of Burlington; and my continued eligibility to participate in Federal health care programs. I further agree to provide updates to these background checks as requested by Community Health Center of Burlington and to execute such releases or other documents as may be necessary to conduct these background checks and understand all of these checks can be conducted with any/all states that I have resided within.

I hereby certify that all information written in this application or given to the interviewer by me is true and accurate. I understand that, if employed, and any of this information is found to be false, then this alone may be cause for cancellation of this application or termination of my employment, if I have been employed. Furthermore, I understand that just as I am free to resign at any time, Community Health Center of Burlington reserves the right to terminate my employment at any time, with or without cause and without prior notice. I understand that no representative of Community Health Center of Burlington has the authority to make any assurances to the contrary of this At-Will Employment relationship. I also understand that my work schedule and duties are subject to change based upon the needs of the Community Health Center of Burlington and that any grievance with regard to matters of employment will be handled in accordance with the Community Health Center of Burlington Grievance Procedure contained in the Employee Handbook.

I hereby authorize Community Health Center of Burlington to contact any/all of my previous employers and references for full information about me, unless otherwise noted on the "May be Contacted" box of each previous employer listed on this application. I hereby authorize my previous employers to release such information and release from liability all persons, corporations, or organizations for furnishing such information.

I also do hereby attest and affirm by my signature below that I have not been convicted of a criminal offense related to health care or debarred, excluded, or otherwise deemed ineligible for participation in health care programs such as Medicare or Medicaid. I understand that I am required to immediately report to Community Health Center of Burlington any conviction of an offense that would preclude employment in a health care setting or otherwise excludes me from participation in any Federal health care program such as Medicare and Medicaid. In addition, I understand that if Community Health Center of Burlington obtains notice that I am charged with a criminal offense related to the delivery of health care services or otherwise proposed for exclusion, Community Health Center of Burlington will take all necessary steps to ensure that my responsibilities do not adversely affect the quality of care rendered to any patient or the accuracy of claims submitted to any Federal health care program. If resolution of the matter results in conviction, debarment or exclusion, I understand Community Health Center of Burlington will terminate my at-will employment.

**Signature of Applicant:**

**Date:**

Community Health Center of Burlington reviews all the applications carefully and contacts only those applicants selected for an interview. Thank you for your interest in employment with Community Health Center of Burlington.

Completed Applications should be e-mailed to [HR@chcb.org](mailto:HR@chcb.org) or mailed to:  
Community Health Center of Burlington  
Human Resources Department  
617 Riverside Avenue, Burlington, VT 05401  
Ph (802)264-8146; Fax (802)860-4327