



APPLICATION FOR EMPLOYMENT

Health One Alliance, LLC
 1503 N. Tibbs Road
 Dalton, Georgia 30720

An Equal Opportunity Employer

PERSONAL INFORMATION

NAME (Last)	(First)	(Middle)	(Other)	(Preferred Name)	DATE
Present Address (Number and Street)					Social Security No.
City, State and Zip Code					Home Phone
County					Other Phone
Are you 18 years of age or older?			Yes _____ No _____		
Do you have the legal right to work in the U.S. ? Yes _____ No _____					
Have you ever been convicted, pled guilty, or pled no contest to a crime other than a minor traffic violation? Yes _____ No _____ A "yes" answer is not an automatic bar to employment. If yes, explain:					
Have you ever been excluded, disbarred, or suspended from participating in a federally funded health care program? Yes _____ No _____					
Have you ever been discharged, or resigned in lieu of being discharged by an employer? Yes _____ No _____ If yes, explain:					

EMPLOYMENT INTEREST

Position Desired:

Full Time__ Part Time __ Summer __ Other _____ Specific Days: _____

Expected Rate of Pay: _____

Earliest date available _____

Have you ever worked for Health One Alliance? Yes ____ No ____
 If yes, when? _____

Have you ever applied for a job with Health One Alliance? Yes ____ No ____
 If yes, when? _____

Referred by: (Please indicate name)
 Newspaper: _____ Campus Recruitment: _____
 Employee: _____ Internet _____
 Other: _____

EDUCATION

School	Name and Address of School	Course of Study	Number Years Completed	Did you Graduate?	Diploma or Degree
High/GED					
College					
Technical					
Other					

MILITARY

Have you been in military service? Yes ____ No ____ Branch of Service _____
 Rank _____ Your major area of responsibility _____

EMPLOYMENT RECORD (Beginning with present or most recent employment, including military)

EMPLOYER:	Address:	Phone:
Supervisor (Name and Title):	Your job title:	
Duties:	From (Mo./Yr.)	To (Mo./Yr.)
	Final Pay Rate	
	\$	per
Reason for Leaving:		

EMPLOYER:	Address:	Phone:
Supervisor (Name and Title):	Your job title:	
Duties:	From (Mo./Yr.)	To (Mo./Yr.)
	Final Pay Rate	
	\$	per
Reason for Leaving:		

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Duties:	From (Mo./Yr.)	To (Mo./Yr.)
	Final Pay Rate	
	\$	per
Reason for Leaving:		

Please explain any gaps in employment:

May we contact your present employer for a reference? Yes _____ No _____

REFERENCES

LIST AT LEAST 3 REFERENCES WHO ARE NOT RELATIVES OR EMPLOYERS:

Name and Relationship	Address	Daytime Telephone

CLERICAL APPLICANTS

Do you type? Yes _____ No _____ Words per Minute: _____

Medical Terminology Yes _____ No _____

List Software Knowledge: _____

List any office equipment you can operate: _____

OUR VALUES

Health One Alliance, LLC is an Equal Opportunity Employer and welcomes applicants to apply for available positions. Part of our philosophy at Health One Alliance is our commitment to our Foundational Values of Customer focus, Competency, Compassion, and Cost effectiveness. Below are our Values Statement, Standards Summary, and our Beliefs outlining this commitment. By completing and signing this application, you are willing and committed to upholding these Values, Standards, and Beliefs should you become employed with Health One Alliance, LLC.

Foundation of Values (the 4 C's):

Customer Focus

Competency

Compassion

Cost Effective

Specific Values:

Dignity and Respect – To treat co-workers and business associates with the highest regard.

Integrity – To maintain the highest standards of behavior, encompassing honesty, ethics, and reliability.

Service – To provide outstanding and compassionate care.

Innovation – To continually search for new and better ways to provide the best health care to the community.

Teamwork – To work together to achieve more than each could achieve alone.

STANDARDS

Attitude – We believe we are here to serve our customers. Our customers' most basic expectation is to be treated with courtesy. We are committed to providing the highest quality of service and meeting our customers' needs with utmost care and courtesy. This commitment must be reflected in our behavior.

Appearance – While we are on duty, we will first consider our customers' expectations in how we present ourselves. Our manner and expression will convey our concern for and willingness to serve our customers. We will take pride in our facility and do our part to maintain a clean and neat environment free from clutter.

Communication – We must listen attentively to our customers in order to understand fully their needs. Close attention should be given to both verbal and non-verbal messages. Our messages to customers should be delivered with courtesy, clarity, and care.

Sense of Ownership – We must take pride in what we do, feel responsible for the outcomes of our efforts, and recognize our work as a reflection of ourselves.

Commitment to Co-Workers – We are linked to one another by a common purpose: to serve our clients and our community. Our co-workers, therefore, are our teammates. They deserve our respect.

Environment – The appearance of our facilities and workspace conveys our values and respect for others. The facility will be clean, orderly, safe, and comfortable for co-workers, clients, and business associates.

Customer Waiting – We recognize that our customers' time is very valuable. We strive to provide our customers with prompt service, always keeping them informed of delays and making them comfortable while they wait.

Safety Awareness – Safety is the responsibility of all employees. Ensuring an accident-free environment is part of your job performance. Accidents are the results of actions and attitudes that you can help eliminate.

OUR BELIEFS

EMPLOYEES

- We believe our employees are our most valuable resource.
- We believe in providing an environment where employees:
 - Are treated fairly and with respect;
 - Can be recognized and rewarded for their individual contribution and feel a sense of accomplishment and pride in their work;
 - Can feel free to express their ideas and concerns and are encouraged to participate and feel a part of the organization;
 - Have opportunities through education and advancement to reach their maximum potential;
 - Every employee should realize that there must be an individual and collective responsibility to those we serve.
- We believe unselfishness and teamwork are vital to the success of the company.

MANAGEMENT PRINCIPLES

- We believe in fair and consistent application of the policies, procedures, and the Standards of the company.
- We believe in results-oriented management and encourage creativity and initiative that supports the mission of the organization.
- We believe management must be responsible stewards of its resources in a manner, which ensures the financial viability of the company.

PRE-EMPLOYMENT STATEMENT

I certify that the information given by me in this application, accompanying resume, or any attachments I have supplied, is true, correct, and complete to the best of my knowledge. I understand and acknowledge that any misrepresentation, omission, falsification or failure to disclose pertinent information will be cause for immediate dismissal. I understand that if the results of an investigation are not satisfactory for any reason, further consideration or actual employment of Health One Alliance, LLC (HOA, LLC) may be terminated immediately without obligation or liability to me other than payment at the rate agreed upon for service actually rendered, if any.

I authorize and consent to my current and prior employers, educational institutions and persons or organizations named in this application (or accompanying resume) to release any information to HOA, LLC, that may be required to make an employment decision. This authorization will serve as a release of any and all information and for this purpose, a photocopy shall be considered an original and valid.

After a conditional offer of employment has been made, I agree to submit to a medical examination as a condition of employment. If requested, I also understand that I may be required to undergo a drug and alcohol test. I understand that my employment is contingent upon the satisfactory passing of the test. Therefore, a positive result, the alteration or tampering with the test or the result, or my refusal to take the test will result in my offer of employment being revoked. I consent to a pre-employment drug screen and hereby authorize the release of the results of any testing or examinations conducted to Health One Alliance, LLC (HOA, LLC), its officers and designees.

I understand that employment is subject to (1) the policies and regulations of HOA, LLC, and (2) submitting documentary proof of my eligibility to work in the United States. I understand that nothing contained in this employment application or in the granting of an interview, and no HOA, LLC policies, procedures, or handbooks that I might receive are intended to create an employment contract between HOA, LLC and me for either employment or 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 HOA, LLC unless made in writing to me by an authorized HOA, LLC representative. I understand that my employment with HOA, LLC is At-Will. I understand that if I am employed by HOA, LLC, I may terminate at any time for any reason and that HOA, LLC retains an identical right.

This application must be completed and signed to be considered. It becomes inactive after three months. If you are not contacted within that time period, you must reapply to be considered.

Signed _____ Date _____