

# Application for Employment

**Please print**

Date of application \_\_\_\_\_ Position applying for \_\_\_\_\_

Name \_\_\_\_\_ (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (Middle)

Address \_\_\_\_\_ City / State / ZIP \_\_\_\_\_

Home telephone ( \_\_\_\_\_ ) \_\_\_\_\_ Cell telephone ( \_\_\_\_\_ ) \_\_\_\_\_

Please provide all names that you have used the past including maiden names, married names and/or aliases:

Are you at least 18 years of age?    Yes        No

Are you at least 16 years of age?    Yes        No    If younger than age 16, can you furnish a work permit?    Yes        No

Have you ever been employed here before?    Yes        No    If yes, give date \_\_\_\_\_

Are you employed now?    Yes        No    May we contact your present employer?        Yes        No

Can you, if hired, submit verification of your legal right to work in the U.S.?    Yes        No

If hired, you will be required to submit documents sufficient to establish employment authorization and identity compliance with the Immigration Reform and Control Act of 1986 and all applicable regulations. While you need not provide this proof of legal status at the time you are interviewed, you will be required to do so after hire.

On what date would you be available for work? \_\_\_\_\_ Expected salary: \_\_\_\_\_

Are you available to work:        Full Time        Part Time        Occasional

What days?    Su    M    T    W    T    F    Sa        What hours?:    7-3        3-11        11-7        Other \_\_\_\_\_

Are you on a layoff and subject to recall?        Yes        No

Do you have a record of founded child or dependent adult abuse or have you ever been convicted of a crime other than a simple misdemeanor offense relating to motor vehicles and laws of the road under chapter 321 or equivalent provisions, in this state or any other state?    Yes        No

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

Are there currently any criminal charges pending involving you, or are you under investigation for child or dependent adult abuse?    Yes        No

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

**Have you ever been or are you currently excluded or debarred from participation in any Federal or State health care program, including Medicare or Medicaid?    Yes        No**

**If yes, explain:** \_\_\_\_\_

**Have you ever had a professional license (including nursing, administrator, physician, therapy, social worker, dietician) that was revoked, suspended or voluntarily relinquished?    Yes        No**

**If yes, explain:\_\_\_\_\_**

**EDUCATION**

School Name	Elementary					High School				College/University				Graduate/Professional			
Years Completed	4	5	6	7	8	9	10	11	12	1	2	3	4	1	2	3	4
(enter year completed)																	
Diploma/Degree																	
Describe Course of Study:																	

Do you hold any current licensure or registration?    Yes    No    If yes, list:

Have you ever had any disciplinary action taken against your license, including as a result of a finding of abuse, neglect, exploitation, mistreatment of residents or misappropriation of resident property?    Yes    No    If yes, please explain:

Educational honors; extra-curricular activities; professional societies or other information that you believe is related to your ability to perform the position for which you are applying and your application for employment:

Special skills and qualifications, including those acquired from employment or other experience:

**EMPLOYMENT EXPERIENCE**

Start with your present or last job. Include military service assignments and/or volunteer activities. Account for all periods of unemployment.

<b>Employer</b>	<b>Telephone</b>	<b>Dates Employed</b>		<b>Work performed</b>
		<b>From</b>	<b>To</b>	
<b>Address</b>				
<b>Job title</b>		<b>Hourly rate/Salary</b>		
		<b>Starting</b>	<b>Final</b>	
<b>Supervisor</b>				
<b>Reason for leaving</b>				
<b>Employer</b>	<b>Telephone</b>	<b>Dates Employed</b>		<b>Work performed</b>
		<b>From</b>	<b>To</b>	
<b>Address</b>				
<b>Job title</b>		<b>Hourly rate/Salary</b>		
		<b>Starting</b>	<b>Final</b>	
<b>Supervisor</b>				
<b>Reason for leaving</b>				

If additional space is needed, please continue on a separate sheet of paper or below.

State any additional information you feel may be helpful to us in considering your application.

**APPLICANT'S STATEMENT**

**PLEASE READ CAREFULLY BEFORE SIGNING**

I certify that the answers given in this Application for Employment are true and complete to the best of my knowledge. The facility may investigate all statements made in this Application. The facility is required by law to check for any criminal or abuse record. I understand that any false or misleading information provided can result in a decision not to hire; immediate discharge if hired, and civil or criminal penalties in appropriate cases.

In signing this Application I state that I have received a copy of the Job Description for all jobs for which I have applied. I understand that I will be required to fulfill all aspects of any job if I am hired to perform the job. I understand that the failure to fulfill any aspect of the job may result in termination. I also understand that I may be required to take a physical examination conducted by a physician of the employer's choosing after I am given a qualified offer of employment and that a health screening for diseases, such as TB, is required.

I understand that this Application is not a contract of employment; that if hired, regardless of any oral representations to the contrary, the employment relationship between myself and the facility is terminable at will; that I have the right to terminate my employment at any time for any reason, and the facility retains the same right. Any changes to this employment relationship must be in writing. I understand that if hired I am required to abide by all rules and regulations of the facility.

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Signature of Applicant

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Witness

**AN EQUAL OPPORTUNITY EMPLOYER**

This facility is an equal opportunity employer. Employment decisions are made without regard to age, race, creed, color, sex, sexual orientation, gender identity, national origin, religion, disability, status as a disabled Vietnam era veteran, or other category as specified by law.