



## Employment Application

The assisted living facility and the company which manages it (" Company" or "Employer") is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, national origin, age, disability, handicap or veterans status.

Date: \_\_\_\_\_

### PERSONAL DATA:

1. Name: \_\_\_\_\_  
Last First Middle

2. Social Security No.: \_\_\_\_\_

3. Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

4. Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_

5. How were you referred to us? Name of referral source: \_\_\_\_\_

\_\_\_\_\_ Newspaper Ad \_\_\_\_\_ Walk In \_\_\_\_\_ Agency

\_\_\_\_\_ School \_\_\_\_\_ Employee \_\_\_\_\_ Other

6. Are you legally authorized to work in the United States?

\_\_\_\_\_ YES \_\_\_\_\_ NO

7. Are you over 18 years of age?

\_\_\_\_\_ YES \_\_\_\_\_ NO

8. If no, are you over 16 years of age?

\_\_\_\_\_ YES \_\_\_\_\_ NO

### POSITION AVAILABILITY:

1. Indicate the position for which you are applying: \_\_\_\_\_

2. Type of employment desired:

Regular Full Time \_\_\_\_\_ Part Time \_\_\_\_\_  
Temporary Full Time \_\_\_\_\_ Part Time \_\_\_\_\_

3. Shift Desired: \_\_\_\_\_ Day \_\_\_\_\_ Evening \_\_\_\_\_ Night

4. Salary Desired \_\_\_\_\_

5. When are you available to start? \_\_\_\_\_

6. Have you ever worked in this facility for another employer or for this Company before?

\_\_\_\_\_ YES \_\_\_\_\_ NO

7. Have you ever applied for employment with this company before?

\_\_\_\_\_ YES \_\_\_\_\_ NO

8. Assisted Living Facilities are open 24 hours per day, 365 days per year.  
Therefore, would you be willing to work:

- A. Nights \_\_\_\_\_ YES \_\_\_\_\_ NO
- B. Weekends \_\_\_\_\_ YES \_\_\_\_\_ NO
- C. Rotating Schedule \_\_\_\_\_ YES \_\_\_\_\_ NO
- D. Flexible Schedule \_\_\_\_\_ YES \_\_\_\_\_ NO
- E. Overtime \_\_\_\_\_ YES \_\_\_\_\_ NO
- F. Holidays \_\_\_\_\_ YES \_\_\_\_\_ NO

Comments: \_\_\_\_\_  
\_\_\_\_\_

**EMPLOYMENT HISTORY:**

1. List below the names of all your employers (you may list volunteer positions as well as paid positions if you wish). List present employer or most recent employer first.

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Dates of Employment: From: \_\_\_\_\_ To: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Title/ Nature of Work: \_\_\_\_\_

Name of Immediate Supervisor: \_\_\_\_\_

Reference Checked By:  
(Company Use Only) \_\_\_\_\_

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Dates of Employment: From: \_\_\_\_\_ To: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Title/ Nature of Work: \_\_\_\_\_

Name of Immediate Supervisor: \_\_\_\_\_

Reference Checked By:  
(Company Use Only) \_\_\_\_\_

Employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
Dates of Employment: From: \_\_\_\_\_ To: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
Title/ Nature of Work: \_\_\_\_\_  
Name of Immediate Supervisor: \_\_\_\_\_

Reference Checked By:  
(Company Use Only) \_\_\_\_\_

Employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
Dates of Employment: From: \_\_\_\_\_ To: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
Title/ Nature of Work: \_\_\_\_\_  
Name of Immediate Supervisor: \_\_\_\_\_

Reference Checked By:  
(Company Use Only) \_\_\_\_\_

2. Are you employed now? \_\_\_\_\_ YES \_\_\_\_\_ NO  
If yes, may we inquire of your present employer? \_\_\_\_\_ YES \_\_\_\_\_ NO

3. Do you have any commitments to another employer, which might affect your employment with us?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Are you subject to any restrictive covenants from prior employment such as agreements to protect confidential or proprietary information or agreements not to compete? If so, please explain.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please provide the following information regarding 3 persons not related to you who you have known you longer than 1 (one) year.

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Years Acquainted: \_\_\_\_\_

Reference Checked By:  
(Company Use Only) \_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Years Acquainted: \_\_\_\_\_

Reference Checked By:  
(Company Use Only) \_\_\_\_\_

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Years Acquainted: \_\_\_\_\_

Reference Checked By:  
(Company Use Only) \_\_\_\_\_

**EDUCATION DATA:**

**High School**

Name & Address: \_\_\_\_\_  
Major/Course of Study: \_\_\_\_\_  
Graduated: \_\_\_\_\_ YES \_\_\_\_\_ NO  
Degree: \_\_\_\_\_

**College**

Name & Address: \_\_\_\_\_  
Major/Course of Study: \_\_\_\_\_  
Graduated: \_\_\_\_\_ YES \_\_\_\_\_ NO  
Degree: \_\_\_\_\_

**Graduate School**

Name & Address: \_\_\_\_\_  
Major/Course of Study: \_\_\_\_\_  
Graduated: \_\_\_\_\_ YES \_\_\_\_\_ NO  
Degree: \_\_\_\_\_

**Trade/Business School**

Name & Address: \_\_\_\_\_  
Major/Course of Study: \_\_\_\_\_  
Graduated: \_\_\_\_\_ YES \_\_\_\_\_ NO  
Degree: \_\_\_\_\_

**OTHER**

Name & Address: \_\_\_\_\_  
Major/Course of Study: \_\_\_\_\_  
Graduated: \_\_\_\_\_ YES \_\_\_\_\_ NO  
Degree: \_\_\_\_\_

Subjects of special study or research work: \_\_\_\_\_

**MISCELLANEOUS:**

1. Were you in the U.S Armed Forces: \_\_\_\_\_ YES \_\_\_\_\_ NO
- a. If yes, what branch? \_\_\_\_\_
- b. Dates of duty? From: \_\_\_\_/\_\_\_\_/\_\_\_\_ To: \_\_\_\_/\_\_\_\_/\_\_\_\_
- c. Rank at separation: \_\_\_\_\_
- d. Briefly describe your duties: \_\_\_\_\_

NOTE: This company does not discriminate on the basis of National Guard or Reserve Unit Duty obligations.

2. Please list any other information you think would be helpful to us in considering you for employment, such as organizations, activities, accomplishments, computer skills, etc. Exclude all information indicative of age, sex, sexual orientation, race, religion, color national origin, disability, or handicap.

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**CRIMINAL HISTORY**

1. Have you ever been convicted of a felony? \_\_\_\_\_ YES \_\_\_\_\_ NO  
If yes please explain: \_\_\_\_\_

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2. Have you been convicted of a misdemeanor during the past five years? Exclude convictions for: drunkenness, simple assault, speeding traffic violations, or disturbing the peace.

\_\_\_\_\_ YES \_\_\_\_\_ NO

3. Have you completed a period of incarceration within the past five years for any misdemeanor (other than a first conviction for any of the following misdemeanors: Drunkenness, simple assault, speeding, traffic violations, or disturbing the peace).

\_\_\_\_\_ YES \_\_\_\_\_ NO

4. If the answer to any of the above questions is yes, please state whether you were convicted more than five years ago for any offense (there than a first conviction for any of the following misdemeanors: drunkenness, simple assault, speeding, traffic violations, or disturbing the peace).

\_\_\_\_\_ YES \_\_\_\_\_ NO

If yes, please explain:

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NOTE: An applicant for employment with a sealed record on file with the commissioner of probation may answer "no record" with respect to an inquiry herein relative to prior arrest, criminal court appearances or convictions. In addition, any applicant for employment may answer "no record" with respect to any inquiry relative to prior arrest or criminal court appearances and adjudication in all cases of delinquency or as a child in need of service, which did not result in a complaint transferred to the superior for criminal prosecution. A conviction will not necessarily disqualify you for the job for which you have applied.

**AGREEMENT: (Please read the following statements carefully)**

I understand and agree that prior to my job offer, I will be given a written description of that job and will be asked about my ability to perform specific job functions or duties involved in that job.

I certify that all information on this application and any other material provided by me is true and complete. I agree that falsified information, misrepresentations or omissions on this application, or any accompanying resume or other materials will disqualify me from consideration for employment and will be considered justification for dismissal whenever discovered.

Unless otherwise noted. I authorize this Company or its agent to investigate and/or verify all information in this application, including contacting all person, schools, current employer (if applicable), previous employers, criminal records bureaus, and other individuals or entities named herein (and those named on accompanying resume, if any). I hereby authorize my former employers and other third parties named on this application to release information pertaining to my work record, habits, and performances. In doing so, I hereby release them and the Company and its agents from all liability which may flow from release of such information.

I understand that if I am hired my employment will be on an at will basis, for no definite term. As such, I understand that I will enjoy the right to terminate my employment at any time, and that the company will similarly enjoy the right to terminate my employment at any time, with or without cause. This status can only be modified by a written document setting forth such modification, signed by both me and an authorized representative of the company. I further acknowledge that I am expected to abide by all company rules, regulations, and policies, written or unwritten, but that such rules, regulations and policies do not create a contract between me and the Company or otherwise restrict the right of either party to terminate the employment relationship.

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Signature

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Date