

# Employment Application



**Print Only – No Handwriting** (except for signature)

**Note: We are an At-Will Employer**

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

Position Applied for: \_\_\_\_\_

Desired Pay Range: \_\_\_\_\_

How many hours can you work a week?

Full Time     Part Time     Either

Name: \_\_\_\_\_

First

Middle

Last

Have you ever used another name?  Yes  No If yes, list: \_\_\_\_\_

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

Number/Street

City

State

Zip

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

Number/Street or PO Box

City

State

Zip

Driver's License Number: \_\_\_\_\_

Have you ever had your driver's license suspended or revoked?  Yes  No

Social Security Number to be given at interview

Telephone Number: \_\_\_\_\_

Alternate Phone Number: \_\_\_\_\_

Are you over 18 years of age?  Yes  No

If under 18 can you, after employment, submit a work permit?  Yes  No

Name and address of person to be notified in case of accident or emergency:

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

Telephone Number: \_\_\_\_\_

**Check which days you are available to work:**

Are you willing to work overtime?  Yes  No

Sunday     Monday     Tuesday     Wednesday     Thursday     Friday     Saturday

**Check which shifts you are available for:**

Day Shifts:

7:00 am to 3:30 pm

PM Shifts:

3:00 pm to 11:30 pm

NOC Shifts:

11:00 pm to 7:30 am

Are there any regular days, hours, or shifts you are not available to work? If so, please list: \_\_\_\_\_

Have you ever been convicted of a crime? \_\_\_\_\_

Can you, after employment, submit verification of your legal right to work in the U.S.?  No

Yes  No

Do you qualify for any tax credit benefit program you would like us to consider as a hiring incentive? \_\_\_\_\_

Yes  Yes

Currently, there are employment tax benefit programs for people who have low incomes, are veterans, or have various disadvantages. These programs are designed to help them get jobs by enticing employers with the great tax benefits. If you think you qualify for one of these programs, and have not applied, but are willing to apply, check here:

Yes  No





## APPLICATION ACKNOWLEDGEMENTS

	Yes	No
Please read carefully, ask questions about anything you don't understand.		
<p><b>At-Will Employment</b>            This company maintains an At-Will Employment arrangement with all employees. I understand that if hired, the employment will not be permanent; instead the employment will be At-Will meaning that either party may terminate this agreement at any time, with or without cause, at-will.</p>		
<p><b>Dependent Care</b>            If hired, I understand due to the nature of the business, (taking care of dependent people) <u>I will have dependent people, and my co-workers relying on me to come to work when scheduled and on time,</u> unless I am prevented to do so because of illness or emergency. In the event I am not able to come to work, I will immediately call in to work, so that proper staff coverage can be arranged. I further understand, that although this employment relationship is At-Will that I am not allowed to walk off my job, and leave the residents unsupervised at anytime.</p>		
<p><b>Physical and Mental Ability</b>            I understand that due to the nature of the business, (taking care of dependent people) I must always have the physical and mental ability to do the job. If I am disabled, or become disabled, I understand that I can request the company to make reasonable accommodations to assist me, however, the company may refuse if it compromises resident care, or causes an undue hardship on the company.</p>		
<p><b>Criminal Behavior</b>            I understand that in order to work in this type of business I must have a "clean" criminal record, with no felonies or serious misdemeanor convictions. If hired, I understand that I will have to submit my fingerprints so that an extensive criminal record and background check can be conducted. If I am hired, I understand that if I get arrested for any reason, the facility may be notified by the licensing agency to immediately suspend me, and my employment may be terminated based on the outcome of the arrest.</p>		
<p><b>Visiting After Termination</b>            If hired, I understand that this facility reserves the right to refuse to allow me to come back to visit at the facility after termination of employment.</p>		
<p><b>Drug and Alcohol Policy</b>            I understand that prior to my acceptance of employment, and if hired, during my employment, I may be tested for the use of illegal drugs, and if found positive for use, my relationship with this company will be immediately terminated. I further understand that if hired, and I am found under the influence of drugs or alcohol while at work I will be immediately terminated.</p>		
<p><b>Non-Discrimination Policy</b>            I understand this company does not discriminate against applicants because of race, creed, color, religion, gender, or sexual preference, and that hiring is based on qualifications, personal characteristics, background check, and interview.</p>		
<p><b>Information Verification</b>            I hereby give my permission for this company to contact the pervious employers, schools and other contacts I have listed here and hereby release this company, and listed contacts from any liability arising from such communication of information. I understand that any falsification of this information is just cause to refuse hiring, and falsifications discovered later, if hired, will be grounds for immediate termination.</p>		
<p><b>Applicant's Signature:</b> _____</p>		
<p><b>Date:</b> _____</p>		
<p><b>Thank you for your interest in our company.</b></p>		