

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 less 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? S M T W T F S What hours? ____ day ____ evening ____ overnight

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 so, explain: _____

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

If so, 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ever had a professional license (including nursing, administrator, physician, therapy, social worker, dietician) that was revoked, suspended or voluntarily relinquished?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 (circle)	4	5	6	7	8	9	10	11	12	1	2	3	4	1	2	3	4
Diploma/Degree																	
Describe Course of Study:																	

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

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.

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

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.

Signature of Applicant

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.

WORK HOURS AND SCHEDULES

Work schedules are posted in advance of your shift. In case of emergency, the supervisor or administrator may change the schedule and will notify the employee affected. However, employees should, as a matter of practice, check the schedule regularly for unexpected, but necessary changes.

We must provide resident care 24 hours per day, seven days a week. Employees will work one of three shifts; days, evening, or nights. While employees are generally hired for a particular shift, your facility reserves the right to reschedule employees from shift to shift to meet the resident care needs. Work schedules will be made and posted at least one (1) week in advance, unless an emergency situation arises, then affected staff will be personally contacted. Work schedules should be referred to daily due to emergency situations which may cause a change. Shift changes will only be made when absolutely necessary. Hours of work for part-time and casually employees, working on other than normal shifts, will be set by the supervisor or administrator. Nursing personnel will be required to provide requested days off for the next month by the 15th of the current month. For example, if it's August and you need time off in September, you need to have your request in by the 15th of August.

OUR ATTENDANCE POLICY

Excessive Absenteeism and late attendance places a burden on other employees and the facility. Each employee is expected to be prompt and regular in attendance. Personal appointments should be scheduled before or after work hours whenever possible.

If it is necessary for you to be absent or tardy due to personal problems and/or commitments, you should notify your supervisor or department head as far in advance of a scheduled shift as possible. It is very important that you not only give adequate notice of an absence or tardy, but also provide a reasonable, justifiable excuse for not reporting to work.

You are expected to report your own absence except in rare emergency situations where this is not possible.

Absence is defined as:

- Failure to report for work as scheduled, without prior approval for scheduled time away from work.
- Calling in the day you intend to be absent.
- Failure to complete at least 50% of a scheduled shift.
- Tardiness of more than one hour (without notice).

Staff is to report to work on their scheduled work days. Excessive absenteeism, excessive unexcused absences, and patterned absences will lead to counseling action up to and including termination.

Excessive absences: Two occurrences of an absence in a thirty (30) day period or thirteen (13) occurrences of absence in a twelve (12) month period is considered excessive. The time period of thirty (30) days and twelve (12) months begin with the first occurrence of absence. Either will be cause for a step in the counseling action process. Any evidence of patterned absence will subject the staff member to the counseling action process.

Patterned absences: Absences on the same day of the week, after and/or before a weekend or holiday, or absence for the same reason will be considered a patterned absence.