

EMPLOYMENT APPLICATION



To Applicant: The Heritage of Green Hills and Green Hills Manor is an equal opportunity employer and makes all employment decisions without regard to race, color, national origin, religion, sex, age, disability or status as a disabled veteran or veteran of the Vietnam era. We deeply appreciate your interest in our organization and assure you that we are sincerely interested in your qualifications. A clear understanding of your background and work history will aid us in placing you in the position that best meets your qualifications.

PERSONAL INFORMATION

PLEASE PRINT ALL INFORMATION:

Date: _____

Name _____
Last First Middle

Telephone#: _____ Email: _____

Present Address:

_____ Street Apt. City State Zip Code

Previous Address:

_____ Street Apt. City State Zip Code

How long have you lived at present address? _____ How long at previous address? _____

Are you at least 18 years old? _____ Are you legally eligible for employment in the USA? _____

Do you have reliable transportation to work? _____

Position(s) you are applying for: _____ Rate of pay expected per hour \$ _____

Work Status Needed (circle your preference): FULL-TIME PART-TIME PRN/SEASONAL

Please list your preferred shift (work hours): 1st Choice _____ 2nd Choice _____

Were you previously employed by The Heritage of Green Hills and Green Hills Manor? _____
If yes, what year? _____

Do you have any friends or relatives working for The Heritage of Green Hills and Green Hills Manor?

How did you learn of this position? _____

Have you ever been bonded: _____ If yes, for what job(s)? _____

Are you excluded from participation in Federal Health Care Programs? _____ If yes, please explain:

On what date would you be available to begin work? _____

Why would you like to work at The Heritage of Green Hills and Green Hills Manor?

EDUCATION RECORD

High School Name: _____ State: _____ Did you graduate? _____

GED Where: _____ State: _____

College Name: _____ State: _____ How Long? _____

Course of Study: _____ Degree: _____

Name: _____ State: _____ How Long? _____

Course of Study: _____ Degree: _____

Other: _____ How Long? _____

Course of Study: _____ Degree/Diploma _____

Certifications or Licensures (Please be specific): _____

List any other experiences, skills, hobbies or qualifications that may benefit our organization:

MILITARY SERVICE RECORD

Were you in the US Armed Forces? _____ If so, what branch? _____

Dates of duty: From _____ To _____ Rank at Discharge: _____

List duties in the service:

EMPLOYMENT RECORD

List below present and past employment, beginning with your most recent. Please complete all information in full even when submitting a resume.

1. Company Name: _____

Address: _____

Phone number: _____

Supervisor Name: _____

Position Held: _____

Start Date: _____ End Date: _____ Salary: _____

Reason for leaving: _____

2. Company Name: _____

Address: _____

Phone number: _____

Supervisor Name: _____

Position Held: _____

Start Date: _____ End Date: _____ Salary: _____

Reason for leaving: _____

3. Company Name: _____

Address: _____

Phone number: _____

Supervisor Name: _____

Position Held: _____

Start Date: _____ End Date: _____ Salary: _____

Reason for leaving: _____

4. Company Name: _____

Address: _____

Phone number: _____

Supervisor Name: _____

Position Held: _____

Start Date: _____ End Date: _____ Salary: _____

Reason for leaving: _____

May we contact your former employers? _____ If not, which employers do you not want us to contact? _____

PROFESSIONAL REFERENCES

NO FRIENDS OR RELATIVES PLEASE

Name: _____ Occupation: _____ Address: _____ _____ Phone #: _____	Name: _____ Occupation: _____ Address: _____ _____ Phone #: _____
Name: _____ Occupation: _____ Address: _____ _____ Phone #: _____	Name: _____ Occupation: _____ Address: _____ _____ Phone #: _____

Please read and sign below:

I understand that nothing contained in this application or in the interview process is intended to create an employment contract between me and The Heritage of Green Hills and Green Hills Manor. If I am employed by The Heritage of Green Hills and Green Hills Manor, I will be an employee-at-will. This means that both The Heritage of Green Hills and Green Hills Manor and I have the right to terminate my employment at any time, for any reason, with or without cause. I also acknowledge that upon receiving an offer of employment, I will be required to successfully complete all pre-employment requirements such as a physical, PPD skin test, drug screen, background check, OIG and references.

The facts set forth in my application for employment are true and complete. I understand that if employed, false statements on this application shall be considered sufficient cause for dismissal. You are hereby authorized to make any investigation of my personal history and financial and credit record through any investigative or credit agencies or bureaus of your choice. In making this application for employment I authorize you to make an investigative consumer report whereby information is obtained through personal interviews with my neighbors, friends or others with whom I am acquainted. This inquiry, if made, may include information as to my character, general reputation, personal characteristics and mode of living. I understand that I have the right to make a written request within a reasonable period of time to receive additional, detailed information about the nature and scope of any such investigative report that is made.

Signature: _____

Date: _____