

# Charlton Manor Rest Home

## Application for Employment

Our company is an equal employment opportunity employer and will consider all applicants for all positions equally without regard to their race, sex, age, color, religion, national origin, veteran status or any disability which is not job-related.

This application will be given every consideration; however, its receipt does not imply that the applicant will be employed. Each question should be answered in a complete and accurate manner as no action can be taken on this application until all questions have been answered. Please print legibly.

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

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email address: \_\_\_\_\_

Are you a citizen of the US or do you have a legal right to be employed in the United States? **YES or NO**

Have you ever been convicted of any crime (excluding minor traffic violations) including DWI? **YES or NO**

If yes, state the offense, location, date and disposition: \_\_\_\_\_

*Note: a conviction will not necessarily disqualify you from employment*

Have you ever been fired from a job? If yes, explain \_\_\_\_\_

Have you ever been injured on the job? \_\_\_\_\_

Collected Workman's Comp Insurance? \_\_\_\_\_

Do you have any obligations or other reasons which would limit your ability to work overtime? **YES or NO**

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

### EMPLOYMENT DESIRED:

Are you seeking: (**Circle One**) Full-Time / Part-Time / Temporary Available Start Date: \_\_\_\_\_

Position applying for: \_\_\_\_\_ Salary Desired: \_\_\_\_\_

Have you ever applied to our company before? **YES or NO**

How did you learn of our company and/or position? \_\_\_\_\_

Are there any days or hours you are unable or unwilling to work? **YES or NO**

Is yes, please specify: \_\_\_\_\_

Are you willing or able to work holidays? **YES or NO**

Are you willing or able to fill in on extra shifts when needed? **YES or NO**

## Education History

	Name & Location of School	Years Attended	Did you Graduate	Areas of Study
High School				
College				
Trade, Business or Corresponding School				
Military Service				
Special Skills				
Certifications				

## Employment History

Employment Dates	Name & Address of Employer	Position	Reason for Leaving

## References

(Please provide 4 references, 2 personal references not related to you, known at least one year, and 2 former employers)

Name	Address	Phone Number	Years Known	Employer or Personal

# Pre- Employment Questions

Do you have reliable transportation? **YES or NO**

Are you able to work independently? **YES or NO**

Are you able to keep calm and stay in control in an emergency situation? **YES or NO**

Will you be comfortable assisting residents (Male and Female) with Toileting Needs? **YES or NO**

On Occasion we have residents that are in need of Hospice Care, Are you comfortable with providing and assisting in End of Life Care? **YES or NO**

## AFFIDAVIT

I certify that my answers are to the foregoing questions are true and correct without any consequential omissions of any kind whatsoever. I understand that if I am employed, any dales, misleading or otherwise incorrect statements made on this application or during any interviews may be grounds for my immediate discharge.

I hereby authorize the Charlton Manor Rest Home to contact any company or individual it deems appropriate to investigate my employment history, character and qualifications. I give my full and complete consent to their revealing all information the wish because of this investigation. In addition, I hereby waive my right to bring any cause of action against these individuals for deformation, invasion of privacy or any other reason because of their statements.

I agree that, if I am employed, I will abide by all the rules and regulations of the company. I understand that the taking of drug and alcohol tests, when given pursuant to company policy, are a condition of continued employment and refusal to take such test when asked will be grounds for my immediate termination. I further understand that no one in the Charlton Manor Rest Home is authorized to enter into any written or verbal employment contracts with me for any definite period without the express written consent of the Owner or Manager of the Charlton Manor Rest Home. I also understand that my employment is "at-will" and may be terminated by myself or by the company at any time for any reason at all, with or without prior notice.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

