

## APPLICATION FOR EMPLOYMENT

All qualified applicants are considered regardless of race, religion, sex, age, national origin, or handicap.

Full Name \_\_\_\_\_ Date \_\_\_\_\_  
 Street Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Phone (days) \_\_\_\_\_ Phone (eves) \_\_\_\_\_  
 Email Address \_\_\_\_\_  
 Position applied for \_\_\_\_\_ Date available to start \_\_\_\_\_  
 Referred by (newspaper ad, person, agency, etc.) \_\_\_\_\_  
 Employment preference: Full-time \_\_\_\_\_ Part-time \_\_\_\_\_ PRN \_\_\_\_\_  
 Days \_\_\_\_\_ Nights \_\_\_\_\_ Any Shift \_\_\_\_\_  
 Are you able to work weekends \_\_\_\_\_ Holidays \_\_\_\_\_

Please describe any commitments or outside responsibilities which would require your absence from work: \_\_\_\_\_  
 \_\_\_\_\_

Have you ever worked for this company before? If yes, when? \_\_\_\_\_

Name of relatives in our employment \_\_\_\_\_

Please check if you are under age 18: \_\_\_\_\_ (a work permit would be required)

Is there any type of work which your physical condition prohibits, or have you ever been advised by a doctor not to perform certain types of work? If yes, please explain: \_\_\_\_\_  
 \_\_\_\_\_

Do you have a record of founded child or dependent adult abuse or have you ever been convicted of a crime, in this state or any other state? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please explain: \_\_\_\_\_  
 \_\_\_\_\_

Are you authorized to work in the United States? Yes \_\_\_\_\_ No \_\_\_\_\_

**For jobs which involve driving:** Do you have a valid driver's license? Yes \_\_\_\_\_ No \_\_\_\_\_  
 License # and State Issued \_\_\_\_\_

## RECORD OF EMPLOYMENT

Name of Current/Most Recent Employer	Address	Telephone	Type of Business
Dates Employed		Rates of Pay	
From	To	Starting	Ending
Mo. Yr.	Mo. Yr.		
Reason for Leaving			
Supervisor's Name/Title			
List of jobs you held, duties performed, skills used or learned, advancements or promotions.			

**May we contact your current employer?** Yes \_\_\_\_\_ No \_\_\_\_\_

Name of Next Previous Employer		Address		Telephone	Type of Business
Dates Employed		Rates of Pay		Reason for Leaving	Supervisor's Name/Title
From	To	Starting	Ending		
Mo. Yr.	Mo. Yr.				
List of jobs you held, duties performed, skills used or learned, advancements or promotions.					

May we contact this employer? Yes \_\_\_\_\_ No \_\_\_\_\_

Name of Next Previous Employer		Address		Telephone	Type of Business
Dates Employed		Rates of Pay		Reason for Leaving	Supervisor's Name/Title
From	To	Starting	Ending		
Mo. Yr.	Mo. Yr.				
List of jobs you held, duties performed, skills used or learned, advancements or promotions.					

May we contact this employer? Yes \_\_\_\_\_ No \_\_\_\_\_

Name of Next Previous Employer		Address		Telephone	Type of Business
Dates Employed		Rates of Pay		Reason for Leaving	Supervisor's Name/Title
From	To	Starting	Ending		
Mo. Yr.	Mo. Yr.				
List of jobs you held, duties performed, skills used or learned, advancements or promotions.					

May we contact this employer? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever worked under another name? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, what name and for which companies? \_\_\_\_\_

**EDUCATION** (circle last year completed):

		<u>School Name</u>	<u>Degree or Subject</u>
High School	9 10 11 12	_____	(not applicable)
College	1 2 3 4	_____	_____
Graduate School	1 2 3 4	_____	_____
Other job-related courses/education		_____	

Do you have your CNA certification in Arkansas? Yes \_\_\_\_\_ No \_\_\_\_\_

**PERSONAL REFERENCES (do not list any relatives or former employers listed above):**

<u>Name</u>	<u>Home Phone</u>	<u>Work Phone</u>	<u>Relationship</u>
1. _____			
2. _____			
3. _____			

Use the space below to describe your interest in our Residence, along with the skills and aptitudes that you feel qualify you for a position with us: \_\_\_\_\_

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**PLEASE READ CAREFULLY AND INITIAL EACH PARAGRAPH BEFORE SIGNING THE APPLICATION**

\_\_\_\_\_ I certify that all of the statements made by me on this application and in any interview are true, complete, and correct to the best of my knowledge. I hereby grant permission to the Residence and its personnel to confirm by personal inquiry or otherwise the information I give in the employment process. I understand that any willful misrepresentation or omission of facts given in this process is grounds for rejection of this application and dismissal if employed

\_\_\_\_\_ I hereby authorize the company to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the company, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

\_\_\_\_\_ I authorize the Residence to release to any person, firm, entity, or organization with which I may seek employment in the future, any truthful information concerning my work experience with the Residence. I hereby release and hold the Residence harmless from any claim for releasing any truthful information within its knowledge and/or records.

\_\_\_\_\_ I understand that any job offer extended to me will be contingent upon the successful completion of any required criminal record check.

\_\_\_\_\_ I further understand that, if hired, my employment is for no definite period of time and that either the Company or I may terminate our relationship at will at any time, without notice or any reason, and that this employment application does not constitute an employment contract.

Signature of the Applicant \_\_\_\_\_

Date \_\_\_\_\_