

# Employment Application

(Updated: September 29, 2005)

Position Applying for: \_\_\_\_\_

Date available for work: \_\_\_\_\_ Expected Salary: \_\_\_\_\_

Schedule Applying for (Check all that apply)

Full Time  12-hour shifts  
 Part Time  Days  
 PRN (As needed)  Evenings  
 8-hour shifts  Overnights

Name: \_\_\_\_\_  
(Last Name) (First Name) (Middle Initial)

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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

In Case of Emergency contact: \_\_\_\_\_ Phone \_\_\_\_\_

Professional License Type: \_\_\_\_\_ License Number: \_\_\_\_\_

Are you at least 16 years of age? Yes No Are you at least 18 years of age? Yes No

Have you been employed by the Friendship Home before? Yes No Dates: \_\_\_\_\_

Have you ever worked for a temp agency before? Yes No

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

## Education

High School _____ _____	Years completed	Did you graduate? Yes No
College _____ _____	Years completed	Did you graduate? Yes No Degree:
College _____ _____	Years completed	Did you graduate? Yes No Degree:

List anyone you know that works at the Friendship Home: \_\_\_\_\_

## Employment Experience (These will be used for reference checks)

### Most Recent or Current

Employer			
Job Title		Telephone Number	
Address (Street Address, City, State, Zip)		Contact's Name: _____ _____ _____	
Reason for leaving			
Dates of Employment:		Final Rate of Pay:	
Work performed:			

### Next Recent

Employer			
Job Title		Telephone Number	
Address (Street Address, City, State, Zip)		Contact's Name: _____ _____ _____	
Reason for leaving			
Dates of Employment:		Final Rate of Pay:	
Work performed:			

### Next Recent

Employer			
Job Title		Telephone Number	
Address (Street Address, City, State, Zip)		Contacts Name: _____ _____ _____	
Reason for leaving			
Dates of Employment:		Final Rate of Pay:	
Work performed:			

**Any additional information you feel may be helpful to us in considering your application**

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## **Applicant's Statement**

*I certify that the answers given in this application are true and complete to the best of my knowledge. The facility may investigate all statements made in this application, including 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 areas.*

*In signing this application 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 failure to fulfill any aspect of the job may be grounds for termination. I also understand that I will be required to submit to a physical examination conducted by the Friendship Home after I am given a qualified offer of employment.*

*I understand that this application is not a contract of employment, that if hired, regardless of any oral representations to the contrary*

- 1) the employment relationship between myself and the facility is terminable at will*
- 2) I have the right to terminate my employment at any time for any reason, and*
- 3) 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.*

*I understand that, if hired, I will be required to submit documents sufficient to establish employment authorization and identity compliant with the Immigration Reform Act of 1986.*

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Signature of Applicant

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Date

## **Release of Information**

*( A photocopy of this Authorization is deemed as effective as the original)*

*I \_\_\_\_\_ (Print Name) hereby request and authorize the release of information regarding my work history to the Friendship Home Association. It is expressly understood that this information is to be used solely for the purpose of determining my eligibility for employment.*

*In consideration of your honoring my request, I agree to release you and your company and it's employees from, and hold it harmless against, any and all claims of whatever nature that I might have now or in the future as a result of providing such information.*

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Signature of Applicant

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Date