

***Employment Application***

***Applicant Information***

|  |  |
| --- | --- |
| Name: | Social Security Number: |
| Address: | City/ State: |
| Home Phone: | Cell Phone: |
| Have you ever worked for the facility before?  Yes\_\_\_ No \_\_\_\_ | How did you hear about this opening?  Newspaper Radio Friend/Relative Website Other |
| Briefly state why you would like to work for us: |  |
|  |  |
|  |  |

***General Information about Employment Desired***

|  |  |
| --- | --- |
| Position(s) you are applying for: | Type of Employment Desired:  Full Time \_\_\_ Part Time \_\_\_ PRN \_\_\_  If part time or PRN, specify the number of hours per week: \_\_\_\_\_ |
| Are you available to work on weekends?  Yes\_\_\_ No \_\_\_ | Are you available to work holidays?  Yes \_\_\_ No \_\_\_ |
| Days of the week you are available to work:  S M T W Th F Sa | Hours you are available to work:  6a-2p 7a–3p 7a-7p 8a-5p 3p-11p 7p-7a 11p-7a |
| If hired, on what date could you start working? | Hourly rate of pay desired? |

***Education and Training***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Education | School | Course of Study | Dates Attended | Degree/Certification Received |
| High School |  |  |  |  |
| College/University |  |  |  |  |
| Trade School |  |  |  |  |
| Licensure/Certification |  |  |  |  |
| Foreign Language: |  |  |  |  |
| Computer Skills: |  |  |  |  |

***Employment History***

List all previous employers, starting with your present or most recent employer.

|  |  |
| --- | --- |
| Name of Company: | Name of Supervisor: |
| Address, City, State: | Telephone: |
| Dates of Employment: | Position: |
| Starting and Ending Rate of Pay: | Reason for Leaving: |
| Name of Company: | Name of Supervisor: |
| Address, City, State: | Telephone: |
| Dates of Employment: | Position: |
| Starting and Ending Rate of Pay: | Reason for Leaving: |
| Name of Company: | Name of Supervisor: |
| Address, City, State: | Telephone: |
| Dates of Employment: | Position: |
| Starting and Ending Rate of Pay: | Reason for Leaving: |

***References***

Please list any personal or professional references.

|  |  |
| --- | --- |
| ***Name*** | ***Contact Phone or Email*** |
| ***1.*** |  |
| ***2.*** |  |
| ***3.*** |  |
| ***4.*** |  |
| ***5.*** |  |

Anson Senior Living LLC is an Equal Opportunity Employer. Race, color, religion, age, gender, disability, marital, veteran status, place of national origin, and other categories protected by law are not factors in employment, promotion, compensation, or working conditions.

Please read and initial each paragraph below.

\_\_\_\_\_\_\_\_ I hereby certify that I have not knowingly withheld any information that might adversely affect my changes for employment and that answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement on this application or on any documents used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

\_\_\_\_\_\_\_\_ I hereby authorize Anson Senior Living LLC to thoroughly investigate my references, work records, education, and other matters to my suitability for employment and authorize my current and former employers to disclose the company any and all letters, reports, and other information pertaining to my employment with them, without giving me prior notice of such disclosure. In addition, I hereby release Anson Senior Living LLC, my current and 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 understand that if offered employment, the offer is contingent on passing a pre-employment alcohol and drug screen. By signing his application, I voluntarily agree to submit to a pre-employment alcohol and drug screen upon receipt of a verbal offer of employment. I understand that failure to pass the alcohol and drug screen will result in withdrawal of the employment offer.

\_\_\_\_\_\_\_\_ If hired, I also agree to submit to random alcohol or drug testing as a condition of employment. I agree that Anson Senior Living LLC may conduct alcohol and drug screening at its sole discretion with or without notice, with or without cause or reason. I also understand that refusal to submit to a random alcohol and drug screen will be considered a voluntary resignation of employment.

\_\_\_\_\_\_\_\_ I understand that nothing contained in the application or conveyed to me during an interview which may be granted is intended to create an employment contract, implied or explicit, between me and Anson Senior Living LLC. In addition, I understand and agree that if I am employed, my employment relationship with Anson Senior Living LLC is strictly voluntary and at our mutual will. I understand that if employed, my employment is for no definite period and may be terminated at any time, with or without prior notice, with or without cause or reason, at the option of either myself or Anson Senior Living LLC, and that no promises or representations contrary to the forgoing are binding on Anson Senior Living LLC in writing and signed by the Executive Director and myself.

\_\_\_\_\_\_\_\_ I understand and agree that any future changes in my title, duties, compensation, working conditions, and/or Anson Senior Living LLC benefits, policies, and procedures will not alter our at-will agreement.

\_\_\_\_\_\_\_\_ I understand that if offered employment, I will, as a condition of employment, be required to submit proof of my identity and legal right to work in the United States on my first day of employment.

My signature below certifies that I have read and understand this complete page, and agree to the terms and conditions outlined in this document.

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