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| --- | --- | --- | --- | --- | --- | --- | --- |
| Employment Application | | | | | | | |
| All applicants will receive consideration without discrimination because of race, creed, color, religion, sex, age, national origin, handicap or veteran status. | | | | | | | |
| **PERSONAL HISTORY** |  |  |  |  |  |  |  |
|  |  |  |  |  |  | / | / |
| Last Name | First Name |  | Middle |  | Application Date | | |
| Street Address |  |  | City | State | Zip | |  |
| Mailing Address (if different than above) |  |  |  |  |  |  |  |
| ( ) |  |  |  |  |  |  |  |
| Telephone |  |  | Email Address |  |  |  |  |
| / / |  |  |  |  |  |  |  |
| Social Security Number |  |  | Date available to begin work | |  |  |  |
|  |  |  | $ |  |  |  |  |
| Position Applying for |  |  | Expected Pay |  |  |  |  |
| Have you ever applied for employment with us? | Yes | No | If yes, month and year: | |  |  |  |
| Are you available for nights and weekends? | Yes | No | If not, what hours can you work? | |  |  |  |
| Will you work over-time? | Yes | No | Are you bondable? |  | Yes | No |  |
| If hired, could you provide written evidence of the right to work in this country? | | | Yes | No |  |  |  |
| In case of emergency, notify |  |  | Phone |  |  |  |  |
| Address |  |  | Relationship |  |  |  |  |
| Were you referred by a current employee of the company? | |  | Yes | No |  | | |
| Employee Name | | | | | | | |
| **EDUCATION & SKILLS** |  |  |  |  |  |  |  |
| Give record of all High Schools, Colleges, Universities and Special Schools you have attended. | | | | | | | |
|  |  |  | Grade Completed |  |  |  |  |
| Name of School/Location | |  | or Degree(s) |  | Subjects Studied or Major | | |
|  | |  |  |  |  | | |
|  | |  |  |  |  | | |
|  | |  |  |  |  | | |
| Check if you can operate or do any of the following (Use margin to explain a skill not listed). | | | | | | | |
| [ ] Calculator | [ ] List Software Used | |  | [ ] Other (List) | |  |  |
| [ ] Personal Computer |  |  |  |  |  |  |  |
| [ ] Shorthand |  |  |  |  |  |  |  |
| [ ] Transcriber |  |  |  |  |  |  |  |
| Have you ever been convicted of, pled guilty or no-contest to a felony or misdemeanor other than a routine traffic violation? | | | | | [ ] Yes [ ] No | | |
| **MILITARY** |  |  |  |  |  | | |
| Have you been in the military? | Yes | No |  |  |  | | |
| Are you currently on active duty or in the reserves? |  | Yes | No |  |  | | |
| Do you have any relatives presently employed by Alta Vista Senior Living? | |  | Yes | No Who: |  | | |

**EMPLOYMENT HISTORY**

Please give accurate, complete full-time and part-time work. Start with present or most recent employer.

|  |  |  |
| --- | --- | --- |
| **Company Name** | Telephone | |
| Address | Date Employed (Month & Year) | |
| From: | To: |
| Name of Supervisor | Weekly Pay |  |
| Start: $ | Last: $ |
| Job Title & Description of Duties | Reason for Leaving | |
| **Company Name** | Telephone | |
| Address | Date Employed (Month & Year) | |
| From: | To: |
| Name of Supervisor | Weekly Pay |  |
| Start: $ | Last: $ |
| Job Title & Description of Duties | Reason for Leaving | |
| **Company Name** | Telephone | |
| Address | Date Employed (Month & Year) | |
| From: | To: |
| Name of Supervisor | Weekly Pay |  |
| Start: $ | Last: $ |
| Job Title & Description of Duties | Reason for Leaving | |

**PERSONAL/PROFESSIONAL REFERENCES (Other than family)** Please provide two professional and two personal

references.

**Name Address Phone Relationship**

I authorize Alta Vista Senior Living to communicate with persons listed as references, former employers, and any others with whom the company desires to check. I agree to hold such persons harmless with respect to any information they may give about me.

I understand that any misrepresentation, deception, or false statement made in this Employment Application may result in my not being considered for employment, and if not discovered by the Company until after my becoming employed, is grounds for, and may result in, my immediate termination.

I understand that the Company may require the successful completion of a urinalysis for drug testing purposes as a condition of employment. By submitting this Application for Employment, I hereby consent to said test, at the Company's discretion.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "*at will* " nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "*at will* " employment relationship may not be changed by any written documentation or by conduct unless such change is specifically

acknowledged in writing by an authorized executive of this organization.

If employed, I agree to hold in strictest confidence any information concerning the Company and its Agents which may come to my knowledge. I personally completed this application and all statements contained herein are truthful.

Signature Date