

Employment Application



We consider applicants for all positions on the basis of qualifications and without regard to race, color, religion, sex national origin, age, marital status, veteran status, disability, sexual orientation, use of lawful products during non-work hours and any other legally protected status.

PLEASE PRINT CLEARLY

Position(s) Applying : _____ Date of Application _____

How did you learn about the company and open position (circle all that apply)				
Advertisement	Friend	Walk-In	Current Employee: _____	
Grove Manor Website: _____		Other: _____		
Last Name		First Name		Middle Name
Address	Street	City	State	Zip Code
Telephone Numbers <i>which is the best number to reach you</i>	Work _____ Cell _____	Home _____		

Are you available to work (circle) Full-Time Part-Time Temporary | PRN

Which Shift are you available to work (circle) 1st Shift 2nd Shift 3rd Shift

On what date would you be available to begin working? _____

If you are under 18 years of age, can you provide required proof of eligibility to work? Yes No

Have you submitted an application with the company before? Yes No
if yes, please give date: _____

Have you ever been employed with the company before? Yes No
if yes, please give date: _____

Are you currently employed Yes No

May we contact your authorized present employer for references? Yes No

Are you legally qualified to work in the United States? Yes No

In order to permit a check of your work and education records, please indicate any and all other names that you have used in the past. _____

Employment Application

Have you ever been convicted (including guilty plea or nolo contendere plea) of a crime other than summary offense? Yes No

If Yes, please explain: _____

If you are applying for a position that requires a license, is your license currently in active status? Yes No

If no, please explain: _____

Have you ever been excluded or debarred from any federal health care program or defaulted on a health education loan or scholarship? Yes No

If yes, please explain: _____

EDUCATION														
	High School				Technical School		College				Other			
School Name and Location														
Years Completed	1	2	3	4	1	2	1	2	3	4	1	2	3	4
Diploma Degree	Yes		No		Yes	No	Yes		No		Yes		No	
Major Course(s) of Study														

Summarize special skills and training not listed above:

Describe honors Received:

Professional Licenses and Certifications (please provide copies of all materials)

Type	State Issued	Date Issued	Expires On	Number

List professional, trade, business, or civil activities and offices held. You may exclude memberships which may reveal sex, race, religion, national origin, age, or disability or other protected status.

Employment Application

REFERENCES				
Give names, addresses, and telephone numbers of three business and/or personal references who are not related to you.				
	Name	Title Company	Address	Phone Number
1				
2				
3				

PRIOR WORK EXPERIENCE (must be completed even if submitting a resume)		
Employer 1		
<hr/> <div style="text-align: center;">Company Name</div> <hr/>	<hr/> <div style="text-align: center;">Dates Employed</div> <hr/>	<div style="text-align: center;">Duties Performed</div> <hr/> <hr/> <hr/>
<hr/> <div style="text-align: center;">Address</div> <hr/>	<hr/> <div style="text-align: center;">Job Title</div> <hr/>	<hr/> <hr/> <hr/>
<hr/> <div style="text-align: center;">Annual Salary or Hourly Wage</div> <hr/>	<hr/> <div style="text-align: center;">Supervisor's Name</div> <hr/>	<hr/> <hr/> <hr/>

Reason for Leaving _____

Employer 2		
<hr/> <div style="text-align: center;">Company Name</div> <hr/>	<hr/> <div style="text-align: center;">Dates Employed</div> <hr/>	<div style="text-align: center;">Duties Performed</div> <hr/> <hr/> <hr/>
<hr/> <div style="text-align: center;">Address</div> <hr/>	<hr/> <div style="text-align: center;">Job Title</div> <hr/>	<hr/> <hr/> <hr/>
<hr/> <div style="text-align: center;">Annual Salary or Hourly Wage</div> <hr/>	<hr/> <div style="text-align: center;">Supervisor's Name</div> <hr/>	<hr/> <hr/> <hr/>

Reason for Leaving _____

Employment Application

Employer 3		
<div style="border-bottom: 1px solid black; padding-bottom: 5px;">Company Name</div>	<div style="border-bottom: 1px solid black; padding-bottom: 5px;">Dates Employed</div>	Duties Performed
<div style="border-bottom: 1px solid black; padding-bottom: 5px;"> </div>	<div style="border-bottom: 1px solid black; padding-bottom: 5px;"> </div>	
<div style="border-bottom: 1px solid black; padding-bottom: 5px;"> </div>	<div style="border-bottom: 1px solid black; padding-bottom: 5px;"> </div>	
<div style="border-bottom: 1px solid black; padding-bottom: 5px;">Address</div>	<div style="border-bottom: 1px solid black; padding-bottom: 5px;">Job Title</div>	
<div style="border-bottom: 1px solid black; padding-bottom: 5px;"> </div>	<div style="border-bottom: 1px solid black; padding-bottom: 5px;"> </div>	
<div style="border-bottom: 1px solid black; padding-bottom: 5px;">Annual Salary or Hourly Wage</div>	<div style="border-bottom: 1px solid black; padding-bottom: 5px;">Supervisor's Name</div>	

Reason for Leaving _____

Employer 4		
<div style="border-bottom: 1px solid black; padding-bottom: 5px;">Company Name</div>	<div style="border-bottom: 1px solid black; padding-bottom: 5px;">Dates Employed</div>	Duties Performed
<div style="border-bottom: 1px solid black; padding-bottom: 5px;"> </div>	<div style="border-bottom: 1px solid black; padding-bottom: 5px;"> </div>	
<div style="border-bottom: 1px solid black; padding-bottom: 5px;"> </div>	<div style="border-bottom: 1px solid black; padding-bottom: 5px;"> </div>	
<div style="border-bottom: 1px solid black; padding-bottom: 5px;">Address</div>	<div style="border-bottom: 1px solid black; padding-bottom: 5px;">Job Title</div>	
<div style="border-bottom: 1px solid black; padding-bottom: 5px;"> </div>	<div style="border-bottom: 1px solid black; padding-bottom: 5px;"> </div>	
<div style="border-bottom: 1px solid black; padding-bottom: 5px;">Annual Salary or Hourly Wage</div>	<div style="border-bottom: 1px solid black; padding-bottom: 5px;">Supervisor's Name</div>	

Reason for Leaving _____

SPECIAL SKILLS & QUALIFICATIONS
Summarize special job-related skills and qualification acquired from employment or other experiences

Have you ever had any job-related training? Yes No
 If yes, please describe and give date:

Are you able to perform the essential functions of the job with or without reasonable accommodation? Yes No

Employment Application

State any additional information you feel may be helpful to us in considering your application

PLEASE READ BEFORE SIGNING

I certify that the answers given herein are true and complete to the best of my knowledge. I also authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

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.

In the event of employment, I understand that false, incomplete or misleading information given in my application or interview(s) may result in denial of employment, or if employed, immediate discharge from employment. I understand, also, that I am required to abide by all rules and regulations of the Employer.

Signature of Applicant

Date