



Employment Application Form

PLEASE PRINT CLEARLY AND COMPLETE ALL INFORMATION REQUESTED

TO APPLICANT: We appreciate your interest in **The Gardens at Calvary**. A clear and full understanding of your background and work history will aid in placing you in a position that best meets your qualifications.

We are an equal opportunity employer and do not discriminate in employment. No question on this application is used for the purpose of limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Equal access to employment, services, and programs is available to all persons, those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the organization.

PLEASE COMPLETE PAGES 1-5.

DATE _____

Name _____

Last

First

Middle

Telephone (_____) _____ Social Security No. _____ - _____ - _____

Present address _____

Number

Street

City

State

Zip

How long at current address _____

Position applied for _____

Days available to work (please circle)

Salary or Hourly wage desired _____
(Be specific)

Mon Tue Wed Thurs Fri Sat Sun

How many hours can you work weekly? _____ Can you work nights? _____

Employment desired FULL-TIME ONLY PART-TIME ONLY FULL- OR PART-TIME

When will you be available to begin work? _____

Are you able to meet the attendance requirements? Yes No

Do you have any objection to working overtime if necessary? Yes No

Can you travel if required by this position? Yes No

Have you ever been previously employed by our organization? Yes No

Can you submit proof of identity and legal work authorization? Yes No

If you are 18 years of age or older? Yes No

Please list applicable certifications, computer skills, and/or foreign language skills which you feel qualifies you for the job for which you are applying

Driver's License # _____ State of issue _____
 Operator Commercial (CDL) Chauffeur Expiration date _____
 Have you had any accidents during the past three years? Yes No If yes, how many? _____
 Have you had any moving violations during the past three years? Yes No If yes, how many? _____

If a license is required for the position for which you are applying, please list the following information:

License Number	State of Issuance	License Type
_____	_____	_____
_____	_____	_____
_____	_____	_____

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION (Complete mailing address)	MAJOR / DEGREE	NUMBER OF YEARS COMPLETED
High School				
College				
Bus. or Trade School				
Professional School				

An application form sometimes makes it difficult for an individual to adequately summarize a complete background. Use the space below to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying.

Please list two references other than relatives.

Name _____	Name _____
Company _____	Company _____
Position _____	Position _____
Address _____	Address _____
_____	_____
Telephone (_____) _____	Telephone (_____) _____

MILITARY

HAVE YOU EVER BEEN IN THE ARMED FORCES? Yes No

ARE YOU NOW A MEMBER OF THE NATIONAL GUARD? Yes No

Specialty _____ Date Entered _____ Discharge Date _____

Work Experience Please list your work experience for the **past five years** beginning with your most recent job held. If you were self-employed, give firm name. **Attach additional sheets if necessary.**

Name of employer _____ Address _____ _____ Telephone (_____) _____	Name of last supervisor	Employment dates	Pay or salary
		From To	Start Final
Your last job title			

Reason for leaving (be specific)

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

Name of employer _____ Address _____ _____ Telephone (_____) _____	Name of last supervisor	Employment dates	Pay or salary
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	Your Last Job Title		
Reason for leaving (be specific)			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			

May we contact your previous employer(s)? Yes No

Did you complete this application yourself Yes No

If not, who did? _____

How were you referred to us? _____

PLEASE READ CAREFULLY

I certify that all the information on this application, my resume, or any supporting documents is correct, and I understand that any misrepresentation or omission of any information will result in disqualification from consideration for employment or, if employed, my termination.

I understand that this application is not a contract, offer or promise of employment. If hired either I or **The Gardens at Calvary** can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

I authorize **The Gardens at Calvary** or its agents to investigate all statements contained in this application and/or resume. I further understand that a credit and background check may be made including, but not limited to, consumer credit history, criminal history, driving record, employment, military, education, and general public records which will provide information concerning my character and general reputation. I hereby authorize my former employers, educational institutions or other reference providers to furnish all information pertaining to my work or educational record. I release my former employers, educational institutions, supervisors, and references from all liability on account of furnishing information to this company or its agents.

Should I wish to obtain a copy of the consumer credit history report if made, it will be provided upon written request. I hereby release from liability **The Gardens at Calvary** and its representative for seeking such information and all other persons, corporations or organizations for furnishing such information.

I understand that, as a condition of employment I may be required to sign a non-compete agreement, a conflict of interest statement, and/or arbitration agreement and I hereby agree to arbitrate all disputes regarding my application for employment and any employment related matters rather than resolving them in court or other forum. I understand that **The Gardens at Calvary** is a drug free workplace and has a post-accident drug-testing policy. I also understand that all employees of **The Gardens at Calvary** may be subject to urinalysis and/or blood screening or other medically recognized tests designed to detect the presence of alcohol or controlled drugs. If detected, the offer of employment may be withdrawn. If employed, I understand that the taking of alcohol and/or drug tests is a condition of continual employment and I agree to undergo random, reasonable suspicion, post accident alcohol and drug testing except where prohibited by law. Refusal to take such tests when asked may result in termination.

I understand that it is the policy of this organization not to refuse to hire or otherwise discriminate against a qualified individual with a disability because of that persons need for a reasonable accommodation as required by the ADA.

I also understand that if I am employed, I will be required to provide satisfactory proof of identity and legal work authorization within three days of being hired. Failure to submit such proof within the required time shall result in immediate termination of employment.

This application is current for only sixty (60) days. At the conclusion of this time, if you have not heard from **The Gardens at Calvary** and still wish to be considered for employment it will be necessary for you to complete a new application.

I represent and warrant that I have read and fully understand the foregoing, and that I seek employment under these conditions.

Signature of applicant _____ **Date:** _____

This Company is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, age or disability. We assure you that your opportunity for employment with this Company depends solely on your qualifications.

Thank you for completing this application form and for your interest in our business.