

The Communities at Indian Haven

Application for Employment
(Pre-Employment Questionnaire, an Equal Opportunity Employer)

Personal Information

Name:		
Present Address:		
Prior Address: (if less than 2 years at present)		
Telephone Number:	Are you 18 years or older? (circle one)	Yes No

Employment Desired

Position:	Date you can start:	Salary Desired:
Shift Preference: (circle)	Day Evening Night	Weekends Weekdays Other
Specify:		
Are you employed now? (circle)	Yes No	If yes, may we contact them?
Have you ever applied to our facility?	When?	
Who were you referred by?		

Special Training Related to Desired Position

Professional License:	Certification:	Registration:
Date:	Number	Expiration Date:
Is resume included? (circle)	Yes No	

Education	School Name and Location	No. of years attended	Did you graduate?	Subjects Studied
Grammar School				
High School				
College				
Trade, Business, or Correspondence School				

General

Subjects of Special Study or Research Work:
Special Skills:
Activities: (Civic, Athletic, Etc.) Exclude organizations whose names include race, creed, sex, marital status, or national origin of members.
Military or Navel Services: Rank:
Present membership in National Guard or Reserves:

Present Employment

Present Employer	Address	Telephone	Fax
Dates of Employment:		Position:	Salary:
Reason Desiring change?			

Past Employment

(List Below your last three (3) employers starting with the most recent.)

Dates of Employment	Name and Address	Telephone	Salary	Position	Reason for Leaving

Which of these jobs did you like best?
Why did you like most about this job?
May we contact this employer for a reference? (circle) Yes No

References

(Give the name of three (3) people not related to you whom you have known at least 1 year.)

Name	Address	Business	Years Known	Telephone

Do you have any physical limitations that may preclude you from performing any work for which you are being considered? Yes No

If you answered yes, what can be done to accommodate your limitations? (Please list)

“I certify that the facts contained in the application are true and complete to the best of my knowledge, and understand that, if employed, falsified statements on this application shall be grounds for dismissal. I authorize investigation of all statements contained herein and the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all parties from liability for any damage that my result from furnishing it to you. I understand that an offer of employment is contingent upon the receipt of satisfactory reference statements from previous and current employers and personal references. I understand that, if hired, my employment is “at will” and for no definite period of time and may, regardless of the date of payment of my wages and salary, be terminated at any time without prior notice. I consent to a pre-employment physical, which may include drug/alcohol testing and agree that my employment or continued employment is contingent upon the results of that examination as permitted by law. I understand that I will not be asked to submit an examination unless I am offered a position of employment. Further, I consent to employment background checks including criminal record satisfaction.”

Date _____

Signature _____