



Application for Employment

06/04

Position Applying For: _____ Date: _____

Wage Desired _____

Schedule Desired _____ Full Time _____ Part Time _____ Temporary _____ Day _____ Evening _____ Nights

Date Available to Start _____

Are there any hours, shifts or days you will not work? _____ Yes _____ No

If yes, explain: _____

How did you hear of us? _____

Note: This application was designed to use with several types of positions. Some questions may not be applicable to the position you are seeking, however, we ask that you answer all questions.

Last Name _____ First Name _____ Middle Name _____

Present Address _____ (Street/City/State/Zip)

() _____

Telephone Number _____ Social Security Number _____

Only U.S. Citizens or aliens who have a legal right to work in the U.S. are eligible for employment. Can you, upon employment, submit documentation verifying your identify and your legal rights to work in the U.S.? Yes _____ No _____

Are you over 18 years of age? _____ Yes _____ No

Have you ever been convicted of any crime? _____ Yes _____ No

If yes, give dates and explain: _____

(A conviction will not necessarily disqualify you from employment.)

Educational Data

School	Print Name, Street Address, City and State of each school	No. of Years Completed	Degree	Major Course of Study
High School				
College				
Trade, Business, Night or Correspondence				
Other				

Other skills: List any other job-related skills, qualifications, or licenses that support your application.

Honors Received: _____

Do you have any friends or relatives employed by Spring Haven? If yes, please name: _____

Employment Experience

Employer	Dates		Work Performed
Job Title	To	From	
Phone			
Address	Salary		
Supervisor	Start	Final	
Reason for Leaving			
May we inquiries of this employer? () Yes () No If no, explain:			

Employer	Dates		Work Performed
Job Title	To	From	
Phone			
Address	Salary		
Supervisor	Start	Final	
Reason for Leaving			
May we inquiries of this employer? () Yes () No If no, explain:			

Employer	Dates		Work Performed
Job Title	To	From	
Phone			
Address	Salary		
Supervisor	Start	Final	
Reason for Leaving			
May we inquiries of this employer? () Yes () No If no, explain:			

Membership in Organizations/Professional groups which, in your opinion, have a direct bearing on the position you are seeking: _____

Are you a veteran of the U.S. Military Service? _____ Yes _____ No

If yes, what branch of service? _____

If yes, beginning date and ending date of active duty _____

Date of Discharge from Military Service _____

Have you ever been dismissed or resigned from any employment? _____ Yes _____ No

If yes, please explain: _____

Are you presently employed? ___ Yes ___ No Are you on layoff and subject to recall? Yes ___ No ___

Have you filed an application here before? ___ Yes ___ No Can you travel if the job requires it? Yes ___ No ___

Do you have friends/relatives who work here? ___ Yes ___ No Will you work overtime if asked? Yes ___ No ___

Character References

Name	Address and Telephone	Occupation

Notice to Applicants

We comply with the Americans With Disabilities Act of 1990. During the interview process, you may be asked questions concerning your ability to perform job-related functions. If you are given a conditional offer of employment, you may be required to complete a post-job offer medical history questionnaire and/or undergo a medical examination. If required, all entering employees in the same job category will be subject to the same medical examination. If required, all entering employees in the same job category will be subject to the same medical questionnaire and/or examination and all information will be kept confidential and in separate files.

We are an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, sex, religion, national origin, disability, or marital status. We assure you that your opportunity for employment depends solely upon your qualifications.

Please Read and Sign Below

I understand that, if hired, I will be placed on a 90-day probationary period. I understand and agree that all policies, procedures, and the Employee Handbook may be modified, amended, or deleted by the Company with or without notice to me of such amendment, modification or deletion; that the policies and procedures are not intended to be a contract of employment nor do they give me a right of continued employment; and that my employment may be terminated at my option or at the option of the Company with or without notice by either party. I also understand that there are no other arrangements, agreements, or understandings regarding the terms of employment. There may be no amendments or exceptions to this statement unless they are in writing and signed by the President of the Company.

I certify that all information given on this employment application, any resume that I submit to the Company, and any related papers and answers given during oral interviews are true and correct. I understand that the Company will make a thorough investigation of my work, criminal, and personal history. I authorize the giving and receiving of any such information requested by the Company during the course of such an investigation. I understand that falsification of any information given by others during the course of an investigation or any derogatory information discovered as a result of this investigation may subject me to immediate dismissal. I hereby release from liability all persons who provide information to my employer during the course of any such investigation.

Signature _____

Date _____

To Be Completed Only Upon Employment

I hereby agree to the starting wage of \$ _____ per _____ .

Agreement to this wage does not constitute a commitment for employment by the Company.

Employee Signature _____

Date _____

Administrator or Designee Signature _____

Date _____