

# *Friendship Manor*

## **APPLICATION FOR EMPLOYMENT**

### **OUR COMMUNITY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

We do not discriminate in hiring or employment decisions on the basis of race, color, religion, creed, national origin, ancestry, marital status, sex, age, unfavorable military discharge, disability or any other characteristic protected by law.

### **PLEASE PRINT:**

Name \_\_\_\_\_

Date \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

\_\_\_\_\_

Social Security # \_\_\_\_\_

\_\_\_\_\_

Are you 18 years of age or older? Yes\_\_\_No\_\_\_

Have you worked under any other name? \_\_\_\_\_

Are you a U. S. citizen or national, a lawful permanent resident alien, or an alien authorized by the Immigration and Naturalization Service to work in the U.S.? Yes\_\_\_ No\_\_\_

Position Applying For \_\_\_\_\_

Salary Requirements \_\_\_\_\_

Can you perform the necessary functions of the job for which you are applying with or without reasonable accommodation? Yes\_\_\_ No\_\_\_

If an accommodation would be necessary for you to be able to perform the essential and marginal functions of the job for which you are applying, please describe what accommodations would be required:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EDUCATION**

SCHOOL	NAME & ADDRESS OF SCHOOL	CIRCLE LAST YEAR COMPLETED	MAJOR	DID YOU GRADUATE?
HIGH		1 2 3 4		
COLLEGE		1 2 3 4		
GRAD SCHOOL		1 2 3 4		
TRADE SCHOOL		1 2 3 4		

**OTHER QUALIFICATIONS**

Are there experiences, skills or qualifications, which you feel would especially fit you for the position for which you are applying and with Friendship Manor?

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**GENERAL INFORMATION**

Are you applying for:      Full-Time\_\_\_\_      Part-Time\_\_\_\_      Temporary\_\_\_\_  
 Shift Availability?      1<sup>st</sup> \_\_\_\_\_      2<sup>nd</sup> \_\_\_\_\_      3<sup>rd</sup> \_\_\_\_\_

Date you would be available to begin: \_\_\_\_\_

If applying for Part-Time, circle days available:      Mon    Tue    Wed    Thur    Fri    Sat    Sun

How were you referred to Friendship Manor? \_\_\_\_\_

Do you have friends or relatives employed by Friendship Manor?      Yes\_\_\_\_      No\_\_\_\_

Have you ever been employed by Friendship Manor? \_\_\_\_\_

Have you been convicted of a felony?      Yes\_\_\_\_      No\_\_\_\_

If yes, explain the nature of the conviction: \_\_\_\_\_

**EMPLOYMENT INFORMATION**

**\*\*LIST MOST CURRENT EMPLOYMENT FIRST\*\***

Job Title:	_____	Employed From	_____	To	_____
Employer's Name	_____	Phone	_____		
Address	_____				
Supervisor	_____	Last Salary	_____		
Job Duties	_____				
Reason for Leaving	_____				
May We Contact Previous/Current Employer?	Yes	___	No	___	

Job Title:	_____	Employed From	_____	To	_____
Employer's Name	_____	Phone	_____		
Address	_____				
Supervisor	_____	Last Salary	_____		
Job Duties	_____				
Reason for Leaving	_____				

Job Title:	_____	Employed From	_____	To	_____
Employer's Name	_____	Phone	_____		
Address	_____				
Supervisor	_____	Last Salary	_____		
Job Duties	_____				
Reason for Leaving	_____				

**\*\*READ THIS SECTION PRIOR TO PROVIDING SIGNATURE BELOW\*\***

In consideration of my employment, I agree to conform to the policies and procedures of Friendship Manor. I understand that my employment can be terminated at any time and for any reason, at the option of either Friendship Manor or myself. I understand that no one has the authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing, except for a written employment agreement signed by the President/CEO.

I understand that neither the employment application, Friendship Manor Policy Manual, nor any other written document represents a contract or promise of continued employment.

I hereby affirm that the information on this application (and accompanying resume, if any) is true and complete. I understand that any false or misleading representations or omissions may disqualify me from further consideration for employment and may result in discharge, if discovered at a later date.

I hereby authorize persons, schools, my current employer (if applicable) and previous employers and organizations named in this application (and accompanying resume, if any) to provide Friendship Manor with any relevant information regarding an employment decision, and I release from liability all persons or entities supplying or collecting such information.

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Signature of Applicant

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Date of Signature