

# COUNTRY VILLA ASSISTED LIVING

## Employment Application



Country Villa is an Equal Opportunity and EEO/Affirmative Action Employer committed to excellence through diversity. Employment offers are made on the basis of qualifications without regard to race, sex, religion, national or ethnic origin, disability, age, veteran status, or sexual orientation.

### PLEASE PRINT LEGIBLY AND COMPLETE ALL QUESTIONS

APPLICANT INFORMATION										
Last Name				First				M.I.	Date	
Street Address							Apt #			
City				State				ZIP		
Phone				E-mail						
Date Available							Desired Salary Range			
Position Desired							<input type="checkbox"/> Full Time (32 hrs.+) <input type="checkbox"/> Part Time <input type="checkbox"/> On Call			
Shifts Desired & Available to work?										
Are you a citizen of the United States?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	
Are you 18 years of age or older?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>						
Do you have a valid driver's license? (if position requires)	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	Do you have friends or relatives who are employed at Country Villa?					
OTHER NAMES YOU MAY HAVE USED DURING SCHOOL OR EMPLOYMENT?										
EDUCATION										
High School				Location						
Did you graduate?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	What year?					
College										
From	To		Did you graduate?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	Degree		
Other				Address						
From	To		Did you graduate?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	Degree		
LICENSES OR CERTIFICATIONS										
<input type="checkbox"/> RN <input type="checkbox"/> LPN <input type="checkbox"/> CNA										
<input type="checkbox"/> First Aid & Choking <input type="checkbox"/> Standard Precautions <input type="checkbox"/> Fire Safety Training <input type="checkbox"/> ServSafe										
OTHER:										

**PREVIOUS EMPLOYMENT**

Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary
			\$
Responsibilities			
From	To	REASON FOR LEAVING:	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary
			\$
Responsibilities			
From	To	REASON FOR LEAVING:	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary
			\$
Responsibilities			
From	To	REASON FOR LEAVING:	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

**REFERENCES- PLEASE ENSURE ALL CONTACT NUMBERS ARE LEGIBLE AND CURRENT***Please list three professional references.*

Full Name		Relationship	
Company		Phone	
Full Name		Relationship	
Company		Phone	
Full Name		Relationship	
Company		Phone	

**CRIMINAL BACKGROUND**

Have you ever been convicted by any court of a criminal offense?

YES

NO

If yes, state the nature of the crime(s), when and where convicted and disposition of the case:

PLEASE READ CAREFULLY AND INITIAL EACH PARAGRAPH

\_\_\_\_\_ I authorize Country Villa to thoroughly investigate my references, work record (including performance and discipline histories), education, and all other matters related to my suitability for employment. I further authorize the references and prior employers I have listed to disclose to CV any and all letters, reports, review and disciplinary materials, and other information related to my work records and performance, without providing me with prior notice and such disclosure, including but not limited to claims for defamations, slander, libel, negligent or fraudulent misrepresentation, and invasion of privacy.

\_\_\_\_\_ I understand that this document is not an offer of employment, and that an offer of employment, if tendered, does not constitute a contract for continued guaranteed employment. I understand that staff employees of Country Villa serve at-will, and the employment relationship may be terminated at any time by either party, for any or no reason other than a reason prohibited by law.

\_\_\_\_\_ If employed, I will be required to furnish proof of eligibility to work in the US, to file a State security questionnaire and State loyalty oath, and to comply with company and departmental regulations.

\_\_\_\_\_ I understand that if employed on a temporary basis I would be paid for hours worked only, and would be ineligible for benefits including paid time off. I understand that any benefits I receive may be subject to change or discontinuation at any time without prior notice. I understand that the 90 days of regular employment represent a provisional period, during which I would not be eligible to apply for promotion.

\_\_\_\_\_ I agree that if requested I will submit to a physical exam, criminal and credit background investigations and/or screening for illegal substances upon conditional offer of employment or at any future requests by management if warranted.

**DISCLAIMER AND SIGNATURE**

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature

Date