



Today's Date: \_\_\_\_\_

# Application For Employment

An Equal Opportunity Employer

**PLEASE PRINT: PLEASE ANSWER ALL QUESTIONS (required for consideration).** Resumes are not accepted in lieu of completion of this application. **Note:** This application was designed to use with several types of job positions. Some questions may not be completely applicable to the job/position you are seeking, however, we ask that you answer all the questions.

Last Name	First Name	Middle Initial	Social Security
Present Address	Street	City/State/Zip	Telephone Number (home)
Email Address		Telephone Number (cell)	Telephone Number (other)

If related to anyone in our employ, state name: \_\_\_\_\_

Referred by: \_\_\_\_\_ Date you can start: \_\_\_\_\_

Position applying for: \_\_\_\_\_ Desired Rate of Pay: \$ \_\_\_\_\_

Hours per week:  Full Time  Part Time Other: \_\_\_\_\_ Are you 18 years of age or older?  Yes  No

Only US citizens or aliens who have a legal right to work in the US are eligible for employment. Can you, upon employment, submit documentation verifying your legal right to work in the US and your identity?  Yes  No

Have you ever been convicted of a felony?  Yes  No If yes, give dates and explain (Attach separate paper if necessary). A conviction does not automatically mean you will not be hired. The basis for your conviction and how long ago are important. Give the facts so that an informed decision can be made. \_\_\_\_\_

Is there anything that would prevent you from performing in a reasonable and safe manner, the activities involved in the position for which you have applied?  Yes  No If yes, please explain: \_\_\_\_\_

## EDUCATION & TRAINING

School	Print Name, City and State for Each School	# Of Years Completed	Degree	Major Course of Study
High School				
College				
Graduate School				
Trade, business, night or Correspondence				
Honors Received:				

Have you had prior educational experience (other than data noted above), which relates to the job for which you are applying?

Yes  No If yes, describe: \_\_\_\_\_

## EMPLOYMENT EXPERIENCE

LIST ALL FORMER JOBS (most recent job first) ALL SECTIONS MUST BE COMPLETED. Account for all time periods including unemployment, self-employment and military service. You must complete this information even if you are attaching a resume.

Employer	Type of Business	Dates Employed From _____ To _____
Address		Immediate Supervisor/Title
Job Title	Hourly Rate/Salary Starting _____ Final _____	Telephone Number
Work Performed		
Reasons for Leaving		May we contact them?

Employer	Type of Business	Dates Employed From _____ To _____
Address		Immediate Supervisor/Title
Job Title	Hourly Rate/Salary Starting _____ Final _____	Telephone Number
Work Performed		
Reasons for Leaving		May we contact them?

Employer	Type of Business	Dates Employed From _____ To _____
Address		Immediate Supervisor/Title
Job Title	Hourly Rate/Salary Starting _____ Final _____	Telephone Number
Work Performed		
Reasons for Leaving		May we contact them?

Employer	Type of Business	Dates Employed From _____ To _____
Address		Immediate Supervisor/Title
Job Title	Hourly Rate/Salary Starting _____ Final _____	Telephone Number
Work Performed		
Reasons for Leaving		May we contact them?

Employer	Type of Business	Dates Employed From _____ To _____
Address		Immediate Supervisor/Title
Job Title	Hourly Rate/Salary Starting _____ Final _____	Telephone Number
Work Performed		
Reasons for Leaving		May we contact them?

## EMPLOYMENT HISTORY

Please list reason for any lapse of employment: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever been dismissed or forced to resign from any employment?     Yes    No   If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever filed an application here before?     Yes    No   If yes, give date. \_\_\_\_\_

Have you ever been employed here before?     Yes    No   If yes, give date. \_\_\_\_\_

Do you have a reliable means of transportation?     Yes    No   Will you work overtime if asked?     Yes    No

Would you work weekends and holidays?     Yes    No   Will you work nights?     Yes    No

Preferred Shift(s): (CNA's only)     Day (6 am – 2 pm)     Evening (2 pm – 10 pm)     Graveyard (10 pm – 6 am)

Are there any hours, shifts or days you will not work?     Yes    No   If yes, explain. \_\_\_\_\_  
\_\_\_\_\_

In order to permit a check of your work and educational records, should we be aware of any change of name or assumed name that you previously used?     Yes    No   If yes, identify names and relevant dates. \_\_\_\_\_  
\_\_\_\_\_

## ADDITIONAL SKILL INFORMATION

Summarize special job-related skills and qualifications acquired from education, training, employment and/or other experience.

**Special Skills:** List any job-related skills or qualifications that support your application  
\_\_\_\_\_  
\_\_\_\_\_

**Computer Skills:**  
\_\_\_\_\_

**Language Skills:**  
\_\_\_\_\_

**Professional Licenses, Registrations, Certifications:** list job-related with expiration date.  
\_\_\_\_\_

## REFERENCES

List 3 persons that are professional references (e.g. people you have worked for or with, who are **NOT** related to you).

Name	Title/Occupation	Company Name	Telephone Number

Office Use Only

Reference 1 \_\_\_\_\_

Reference 2 \_\_\_\_\_

Reference 3 \_\_\_\_\_

## APPLICANT'S STATEMENT

NOTICE TO APPLICANTS: This company complies 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 undergo a medical examination. All entering employees in the same job category will be subject to the same medical questionnaire and examination, and all information will be kept confidential and in separate files.

I certify that the answers given Courtyard Retirement Management Services Inc, are true and complete to the best of my knowledge. I authorize the investigation of all matters contained in this application and hereby give permission to contact schools, previous employers, references, and others in order to verify the facts and information furnished with regard to my character and qualifications, and hereby release and indemnify this company from any claims or liability as a result of such contact. I also hereby release employers, schools, and other persons from all liability in responding to inquiries in connection with this application. I understand that misrepresentations, omissions of facts or incomplete information requested in this application may remove me from further consideration for employment. In addition, if employed any misrepresentations or omissions of facts called for in this application will be cause for dismissal at any time without previous notice.

I understand that use, possession, or sale of alcohol or illegal substances in the work place will be cause for immediate termination and hereby agree to be tested for use of alcohol or illegal substances upon request of this company.

I understand the use of this form does not indicate that there are any position openings and does not in anyway obligate the company. Applicants accepted for employment should clearly understand that while we make every effort to provide steady, continuous work, we have no employment contracts and we cannot guarantee the permanencies of any position. Job tenure can be affected by many factors including business/economic conditions, changes in laws or employee policies, conformity to our work rules, job performance, etc. and, of course, employees may elect to leave on their own accord to seek other jobs.

If I am offered and accept employment with the company, I understand that my employment is for no specific term and may be terminated by myself or the employer with or without notice or cause at any time. I hereby understand and acknowledge that unless defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means the employee may resign at any time and the employer may discharge the employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization. I further understand that an oral promise, policy, custom, business practice or procedure (including any employee handbook or any personnel manuals) does not constitute an employment contract or modification of the "at will" employment relationship between employer and myself. The contents of any employee handbook or personnel manuals are subject to change or modification, without notice.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

This company is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, age, sex, religion, national origin, disability, marital status, or other legally protected classes. We assure you that your opportunity for employment with us depends solely upon your qualifications.