

APPLICATION FOR EMPLOYMENT

Cherry Hills Estates Assisted Living

An Equal Opportunity Employer

Instructions: Please print all information and complete every part of this application. If there is a question which does not apply to you, mark "N/A". Do not leave any question unanswered. **Any false, misleading, or incomplete responses may result in disqualification for hire or immediate dismissal from employment. You may add another page if necessary.**

PERSONAL INFORMATION

Name: _____ SS #: _____
Last First Middle

Home Address: _____
Street/PO Box City State Zip-Code

Home Phone: _____ Cell Phone: _____

E-Mail: _____

Are you available: Full-time Part-time As Needed Temporary
Please describe any work schedule limitations:

Income Expectations (Hourly Rate): _____

Have you applied for a job with us before? Yes No (State date): _____

Have you been employed by us before? Yes No (If yes, date and jobs): _____

Do you have relatives employed by us? Yes No

If Yes (List relatives) _____

Are you at least 18 years old? Yes No

If not, are you at least 16 years old? Yes No

Are you a citizen of the United States, or specifically authorized to be employed in the United States?

NOTE: The law requires you provide evidence and a sworn statement of your citizenship or work authorization if you are hired. Any offer of employment which you receive is contingent upon your providing the documentation and statement referred to above.

Do you have a valid driver's license? Yes No

Position(s) applied for: (1) _____ (2) _____

Today's Date: _____ Date you can start: _____

How did you learn about this job? _____

PRIOR EMPLOYMENT

List your last three jobs, beginning with the most recent (Omit dates for jobs held more than five years ago).

1. Dates of Employment: From: _____ To: _____ Hourly Rate: _____

Employer: _____ Address: _____

Phone: _____ Supervisor/Title: _____

Position Held: _____ Reason for Leaving: _____ Responsibilities: _____

May we contact this employer for a reference?: Yes _____ No _____

2. Dates of Employment: From: _____ To: _____ Hourly Rate: _____

Employer: _____ Address: _____

Phone: _____ Supervisor/Title: _____

Position Held: _____ Reason for Leaving: _____ Responsibilities: _____

May we contact this employer for a reference?: Yes _____ No _____

3. Dates of Employment: From: _____ To: _____ Hourly Rate: _____

Employer: _____ Address: _____

Phone: _____ Supervisor/Title: _____

Position Held: _____ Reason for Leaving: _____ Responsibilities: _____

May we contact this employer for a reference?: Yes _____ No _____

EDUCATION AND TRAINING

Name and location of High School : _____

_____ Graduated _____ Yes _____ No

List technical or trade school, college, and post-graduate education, if any.

School/College	Level Completed	Degree	Major Subjects
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

SKILLS/CLUBS/SPORTS/INTERESTS

SUMMARIZE YOUR SPECIAL SKILLS OR QUALIFICATIONS: I.e. Computer and Equipment Skills, Microsoft Office Programs (Excel, Word, Publisher, Outlook, Power Point, etc.) Proficiency Level, Leadership Roles, etc.

PROFESSIONAL LICENSES / CERTIFICATIONS

List all professional licenses or certifications held:

State	License/Certification Type	Date Issued	License/Certification #
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Please attach resume if available.

REFERENCES

List three personal references, other than prior employers or relatives, whom we can contact.

1. Name _____ Phone# _____

How long known _____ Occupation _____

2. Name _____ Phone# _____

How long known _____ Occupation _____

3. Name _____ Phone# _____

How long known _____ Occupation _____

Cherry Hills Estates Assisted Living

This facility does not discriminate on the basis of age, gender, race, religion, national origin, or disability other than those related to the ability to perform the job for which the applicant is being considered. Nebraska law requires the facility to perform a criminal background check and registry checks on all direct care staff. It is the policy of this facility to not hire direct care staff with criminal histories involving violence, abuse, neglect, or misuse of other's property. State law also requires every staff person to complete a health history screen. This facility may require a physical examination by a health care professional based on the results of the screen at the facility's expense. Dishonesty in completing this form is reason for immediate dismissal.

By signing below, I certify that the answers and information set out above are true, accurate and complete to the best of my knowledge. I acknowledge that if any answer or information is not true, accurate or complete, I may not be hired, or if hired, I may be discharged. I authorize Cherry Hills Estates to investigate all statements contained in this application for employment and to investigate my character and qualifications. I authorize my prior employers, references, and others with information regarding my work or educational history or my character, to provide Cherry Hills Estates with all requested information and references, and to cooperate fully with the investigation of my character and qualifications.

I understand that this application is not a contract of employment. I also acknowledge that no oral representations have been made, and that no one within Cherry Hills Estates has the authority to make oral contracts of employment. If hired, my employment relationship with Cherry Hills Estates is terminable at-will, with or without cause, by either myself or Cherry Hills Estates. Upon my termination, I authorize the release of reference information on my work. I also understand that my employment may be conditioned upon a favorable health evaluation including drug screening, to which I hereby consent. I further agree that if I've been convicted of a crime, the authorities of Cherry Hills Estates may obtain details of my conviction to determine its relationship to the position I am applying for as a condition of my employment. I understand and agree to all of the conditions and statements set forth above, and throughout this application.

Applicant's Signature

Date