



*Wesley Pines*

A rich tradition, a warm welcome

## Wesley Pines Retirement Community APPLICATION FOR EMPLOYMENT

If you need help filling out this application form or for any phase of the employment process, please notify the person who gave you this form and every effort will be made to accommodate your needs in a reasonable amount of time. **Please complete all pages of this form.** If more space is needed to complete any question, use an extra sheet of paper. **Print clearly and complete all sections as noted; illegible or incomplete applications will not be processed.**

All qualified applicants will receive consideration without discrimination because of race, color, religion, sex, age, disability, national origin or veteran status.

Last Name		First Name		Middle Name	Are you 18 years or older?	
Street Address			Are you legally eligible for employment in the U.S.?		Social Security Number	
City		State	Zip	Telephone No.(s)		
Position(s) you are applying for (Maximum of 2)				Date Available	Minimum Salary Desired	
Name(s) of relatives employed by us		Location/Department		Position		Relationship to you
Have you applied for a position with us before?		If yes, please give date(s) and position(s) applied for.				
Have you ever been employed by us?		Dates		Position(s)		
High School		Location			Did you graduate?	Major Subject
College		Location			Did you graduate?	Major Subject
Trade School		Location			Did you graduate?	Major Subject

# EMPLOYMENT HISTORY

List employment starting with your most recent job during the last 10 years.  
 Account for any time period that you were unemployed by stating the nature of your activities.  
 Use a separate sheet of paper, if necessary.

Employer	Telephone No.	From	To	Starting Salary	Ending Salary	
Street Address			Position		Duties	
City	State	Zip Code		Supervisor's Name		
Employer			Telephone No.		From To Starting Salary Ending Salary	
Street Address			Position		Duties	
City	State	Zip Code		Supervisor's Name		
Employer			Telephone No.		From To Starting Salary Ending Salary	
Street Address			Position		Duties	
City	State	Zip Code		Supervisor's Name		
Employer			Telephone No.		From To Starting Salary Ending Salary	
Street Address			Position		Duties	
City	State	Zip Code		Supervisor's Name		

May we contact your present employer?

List any professional groups, trade groups, or other organizations you belong to that you consider relevant to your ability to perform the job(s) for which you are applying:

List experience from your military service that would be relevant to the job(s) for which you are applying:

Have you ever been convicted of a felony?     Yes     No

If yes, please explain \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Answer these questions only if you have received a copy of the job description or had the requirements of the job thoroughly explained to you:

<input type="checkbox"/> Yes	<input type="checkbox"/> No	Have you been given a job description or had the requirements of the job explained to you?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Do you understand the requirements?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Can you perform the requirements of this job with or without reasonable accommodations?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	If the job requires, do you have the appropriate valid driver's license?
Driver's License Number _____ Type _____ State of Issue _____		
Signature _____ Date _____		

**I UNDERSTAND:**

- that completing this application does not constitute an offer of employment and that my application may be rejected for any reason.
- that giving false or misleading information on this form or in an interview is grounds for denial or immediate termination of employment.
- that I may be required to complete a medical history form and may be required to be examined by a medical professional designated by Wesley Pines Retirement Community.
- that if I sustain any injury or illness in the employment of Wesley Pines Retirement Community, I agree that Wesley Pines Retirement Community shall be entitled to receive full and complete reports and records covering any medical or related exams, and I authorize any and all such doctors, medical examiners, and hospitals to give to Wesley Pines Retirement Community full and complete reports and records covering such examinations, condition, care, and treatment related to or resulting from the alleged illness or injury.

**AUTHORIZATION TO RELEASE INFORMATION**

If I am given a conditional offer of employment, I authorize Wesley Pines Retirement Community to make a complete investigation of me, including but not limited to: my past employment history, medical history, scholastic records, criminal records, abuse records, motor vehicle driving records, workers' compensation history and to rely on such information sources. I authorize all persons and organizations to release any information concerning my background and hereby release all persons and organizations from liability for any damage whatsoever for issuing this information. I acknowledge that a telephone facsimile (FAX) or photographic copy shall be as valid as the original.

By signing below, I certify that I have not been convicted of an offense that would preclude working in a nursing facility. I also certify that I am not excluded from participation in federal health care programs. Furthermore, I understand that I will be subject to a search of the OIG List of Excluded Individuals, and that a comprehensive criminal background screening will be completed by a third party organization acting on behalf of Wesley Pines Retirement Community. If the findings of that background screening result in a refusal to hire, I will be notified in writing and may request a copy of the findings from the third party organization.

I understand that the use of illegal drugs is prohibited during employment. If employment policy requires, I am willing to submit to drug testing to detect the use of illegal drugs prior to and/or during employment.

I understand that this employment application and any other employee-related documents are not contracts of employment; and that any individual who is hired may voluntarily leave employment upon proper notice, and may be terminated by the employer at any time for any reason. I understand that any oral or written statements to the contrary are hereby expressly disavowed and should not be relied upon by any prospective or existing employee.

**APPLICANT SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_