



## EMPLOYMENT APPLICATION

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

Name: \_\_\_\_\_ SS#: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Day Telephone: \_\_\_\_\_ Evening Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

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

Can You Work :      FULL-TIME                      PART-TIME

Are you currently employed? Y    N              May we contact your current employer? Y    N

Do you currently have any family members employed at Anderson Oaks: Y    N    Name: \_\_\_\_\_

Do you have a High School Diploma or GED:              Y              N

Education (highest level): \_\_\_\_\_

Please list any special training that you have received: \_\_\_\_\_  
\_\_\_\_\_

Do you have a driver's license:              Y              N

LIST ANY SKILLS THAT YOU MAY HAVE:  
\_\_\_\_\_  
\_\_\_\_\_



## WORK HISTORY

Please complete beginning with your most recent or current employer.

Company Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Company Address: \_\_\_\_\_

Position: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Hourly Salary: \$ \_\_\_\_\_

Company Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Company Address: \_\_\_\_\_

Position Held: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Salary Per Hour: \$ \_\_\_\_\_

Company Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Company Address: \_\_\_\_\_

Position Held: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Hourly Salary: \$ \_\_\_\_\_

I hereby certify that all the information that I have supplied is true and accurate.

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



I hereby certify that all information provided by me and on my attached resume (if provided), is true and accurate without omissions of any kind. I understand that giving false/misleading information can result in the refusal to hire me or the subsequent immediate termination of my employment.

I understand that if I am offered a position, I am required to submit verification of my legal right to work. Under the Immigration Reform Act, I understand that if I am Hired I must provide on my first day of employment, and no later than 3 days after, the documents needed to verify my legal right to work in the U.S.A.

I understand that if it is a salaried position, my commitment is based on a yearly salary schedule. I understand that the number of hours that I will be required to work may vary from week to week, and I may be required to work different shifts if needed to do so.

I will comply with all Anderson Oaks Policies and Procedures.

I hereby authorize persons and companies, on my employment application form to give any information regarding my employment as needed. I hereby release the persons and companies from any liability for any damage whatsoever for issuing this information.

I understand that an offer of employment is contingent upon my completion of a 2-step PPD or chest x-ray, pre-employment physical, successful background check, and any other necessary screens that are required by Anderson Oaks.

I understand, upon employment I will hold and will not disclose any information regarding Anderson Oaks and the Anderson Oaks residents completely confidential throughout my employment and thereafter.

I fully understand that my employment will be at-will and compensation can be terminated with or without cause and with or without notice at any time. My signature below confirms my awareness of this final understanding between Anderson Oaks and myself.

I have read and understand the above statements. I agree that a copy of any authorization signed by myself on this application shall be as valid as the original.

Signature: \_\_\_\_\_  
Print Name if Full: \_\_\_\_\_  
Date: \_\_\_\_\_



Please choose from our three available shifts, your first choice, second choice and third choice:

1<sup>st</sup> Shift      7:00am to 3:30pm: \_\_\_\_\_

2<sup>nd</sup> Shift      3:00pm to 11:30pm: \_\_\_\_\_

3<sup>rd</sup> Shift      11:00pm to 7:30am: \_\_\_\_\_

**If any of these shifts need to be covered, it is understood that you are willing to work any of these shifts as needed.**

If any of these shifts are not convenient for you please list your reasons:

*Example: School, family, another job, you don't have to be detailed in your explanation*

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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



**PROFESSIONAL REFERENCES**

Applicant Name: \_\_\_\_\_

**Reference One:**

Company: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Reference Two:**

Company: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Reference Three:**

Company: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone Number: \_\_\_\_\_