

# Oak Leaf Manor ~ Employment Application

Name \_\_\_\_\_ Position Desired \_\_\_\_\_  
(Last) (First) (Middle)

Address \_\_\_\_\_ Shift Desired \_\_\_\_\_  
(Street)

\_\_\_\_\_  
(City) (State) (Zip) Status Desired: FT PT PRN Summer Only

Telephone Number (\_\_\_\_) \_\_\_\_\_ Social Security Number \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_

Were you previously employed by Oak Leaf Manor? \_\_\_\_\_ If yes, when and which facility? \_\_\_\_\_

If you are under 18, can you furnish a work permit? \_\_\_\_\_ Have you been a PA resident for the past two years? \_\_\_\_\_

Are you legally eligible for employment in this country? \_\_\_\_\_ (Proof of U.S. Citizenship or immigration status will be required upon hire)

Have you ever been convicted of a felony? \_\_\_\_\_ (If yes, please explain) \_\_\_\_\_

## EMPLOYMENT HISTORY

From \_\_\_\_\_ To \_\_\_\_\_ Employer \_\_\_\_\_ Phone \_\_\_\_\_

Job Title \_\_\_\_\_ Address \_\_\_\_\_

Supervisor \_\_\_\_\_ Summarize job tasks/responsibilities \_\_\_\_\_

Hourly rate \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

May we contact this employer for a reference? \_\_\_\_\_ If no, please explain. \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Employer \_\_\_\_\_ Phone \_\_\_\_\_

Job Title \_\_\_\_\_ Address \_\_\_\_\_

Supervisor \_\_\_\_\_ Summarize job tasks/responsibilities \_\_\_\_\_

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From \_\_\_\_\_ To \_\_\_\_\_ Employer \_\_\_\_\_ Phone \_\_\_\_\_

Job Title \_\_\_\_\_ Address \_\_\_\_\_

Supervisor \_\_\_\_\_ Summarize job tasks/responsibilities \_\_\_\_\_

Hourly rate \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

May we contact this employer for a reference? \_\_\_\_\_ If no, please explain. \_\_\_\_\_

**Special skills or experiences that may qualify you for this position:** \_\_\_\_\_

**EDUCATIONAL BACKGROUND:**

High School	Location	Years completed	Did you graduate	Course of Study
College	Location	Major / Degree		
Trade School	Location			
Other				

**REFERENCES** (Please list individuals who are not related to you whom you have known for at least 2 years):

<u>Name</u>	<u>Telephone</u>	<u>Years Known</u>

The Employer is an Equal Opportunity Employer and does not discriminate in employment on the basis of age, sex, race, color, national origin, ancestry, citizenship, disability, or liability for service in the armed forces of the United States. This application is not used for the purpose of limiting or excusing any applicant's consideration for employment on a basis prohibited by local, state, or federal law.

I understand that any misrepresentation and/or omission of facts called or on my employment application and/or resume submitted, is cause for rejection or employment, to include subsequent dismissal from employment.

I understand that this application is current for only 6 months. At the conclusion of this time, if I have not heard from Oak Leaf Manor and still wish to be considered for employment, I understand that it will be necessary to complete a new application.

I understand that just as I am free to resign at any time, the Employer reserves the right to terminate my employment at any time, with or without cause and without prior notice. I understand that no representative of the Employer has the authority to make any assurances to the contrary.

I assert that I have no history of and have never been convicted of a violent crime and have never been dismissed from employment for abuse, neglect, or mistreatment of residents or clients. I understand that Oak Leaf Manor will complete a criminal background check and, if necessary, an FBI clearance on me. I further understand that my employment is contingent upon the results of those clearances meeting the employment guidelines of the PA Department of Public Welfare and the PA Office of Aging.

*Signature of Applicant* \_\_\_\_\_ *Date* \_\_\_\_\_

INVESTIGATION AUTHORIZATION AND RELEASE

I \_\_\_\_\_ having submitted an application for employment with Oak Leaf Manor, Inc., hereinafter referred to as "the company", hereby authorize the company to conduct an investigation of my background, as it pertains to employment history, criminal history, education verification, and a Motor Vehicle Record Report from any and/or all states.

I specifically authorize the company to make any necessary contacts to the aforementioned investigations and give my permission to have any records and/or information released either verbally, in writing, or electronically to the company.

Information obtained or reported by any agency and/or entity will be treated in a sensitive and confidential manner. I understand that representatives of the company will obtain this information on a need-to-know basis.

I do hereby remise, release, waive, and forever discharge each of the above named companies/corporations/agencies/entities, their respective agents, officers, and employees from any and all actions or cause of action, claim, demand or liability which I have now, or may ever have as a result of conducting an investigation of my background. I also agree to hold each of the above, from any claims I might otherwise have against them, for any damages and/or liability to me, resulting from any disclosures and of its results, and any conclusions drawn there from.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Driver's License Number

\_\_\_\_\_  
State of Issue

\_\_\_\_\_  
(Previous address, if current residence is less than six months)

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

### Statement of Employability

By signing this document, I acknowledge that I have been informed by Oak Leaf Manor, Inc. that a criminal history check will be performed on my name. I have informed the facility of all names (i.e. maiden, aliases) that I have used in the past. I understand that I have been employed on a provisional basis until my criminal record check is completed and that my employment may be terminated pending the results of the criminal history check. I affirm that I have not been convicted of the following crimes

#### Title 18 Prohibiting Employment

Any violation under Chapter 2 (relating to criminal homicide)

One or more convictions for the following offenses:

Section 2702 Relating to aggravated assault

**Each of these charges is graded as a felony**

Section 2901 Relating to kidnapping

Section 2902 Relating to unlawful restraint

Section 3121 Relating to rape

Section 3122.1 Relating to statutory sexual assault

Section 3123 Relating to involuntary deviate sexual intercourse

Section 3124.1 Relating to aggravated sexual assault

Section 3125 Relating to aggravated indecent assault

Section 3126 Relating to indecent assault

Section 3127 Relating to indecent exposure

**Violations of Section 3121, 3122, 3123, 3124.1, 3125 constitute felony convictions. Violations of 3126 and 3127 constitute misdemeanors.**

Section 3301 Relating to arson and related offenses

Section 3502 Relating to burglary

**A violation under Section 3301 constitutes a felony.**

Section 3701 Relating to robbery

**Any violation under Section 3701 constitutes a felony.**

§ 39 Chapter 39 is included in the appendix. Section 3903 of Chapter 39 contains grading of offenses and delineates felony convictions.

Section 4101 Relating to forgery

**Forgery can be either a misdemeanor or a felony depending on the circumstances. Under this act, any forgery conviction prohibits employment.**

Section 4114 Relating to securing execution of documents by deception

*A person commits a misdemeanor of the second degree if, by deception, he causes another to execute any instrument of any person.*

Section 4302 Relating to incest

**Any violation of 4302 is a felony.**

Section 4303 Relating to concealing death of a child

Section 4304 Relating to endangering welfare of children

Section 4305 Relating to dealing in infant children

**A violation of 4303, 4304, 4305 constitute a misdemeanor.**

Section 4952 Relating to intimidation of witnesses or victim

**The offense may be a felony or misdemeanor, depending on circumstances described in this section.**

Section 4953 Relating to retaliation against witness or victim

**An offense under this section may be a felony or misdemeanor, depending on circumstances described in this section.**

Section 5902(b) Felony Relating to prostitution and related offenses

Section 5903(c) or (d) Relating to obscene and other sexual materials and performances

**Subsection (c) or (d) pertain to dissemination of sexual materials or performances to minors. A violation of (c) or (d) as a first offense is a misdemeanor. A second or subsequent offense under (c) or (d) constitutes a felony. Any conviction under (c) or (d) prohibits employment.**

Section 6301 Relating to corruption of minors

Section 6312 Relating to sexual abuse of children

Offenses designated as a felony under the Controlled Substance, Drug, Device and Cosmetic Act: Criminal Statute 13 sub-clauses 12, 14, 30, 39 or 37. A Federal or out-of-state offense similar in nature to the crimes listed above prohibits employment.

I understand that all information obtained by a criminal history check will remain confidential unless requested by the authorities in the event of an investigation.

I certify that information on this form contains no willful misrepresentation and that the information is true and complete to the best of my knowledge.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

**OAK LEAF MANOR, INC.**  
 2101 Wabank Road  
 Millersville, PA 17551  
 (717) 872-9100

REFERENCE CHECK FOR:

DATE \_\_\_\_\_

Name \_\_\_\_\_ Social Security # \_\_\_\_\_  
Last First Maiden

I am applying for a position as a: \_\_\_\_\_

I, \_\_\_\_\_ authorize the named reference/employer to give  
Signature

information they have regarding me, whether or not it is on their records. I hereby release them and the Company from all liability for any damages whatsoever for issuing same.

To the Attention of: \_\_\_\_\_ Fax: \_\_\_\_\_

I would appreciate any information you are able to furnish regarding the applicant's qualifications and working habits. This information will be kept strictly confidential. Thank you for your prompt response.

Dates Employed: From: \_\_\_\_\_ To: \_\_\_\_\_ Position: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Rehire: Yes \_\_\_\_\_ No \_\_\_\_\_ If no, please explain: \_\_\_\_\_

Please rate the applicant by entering your response using the following guidelines:

	Excellent	Good	Adequate	Unsatisfactory	NA
Punctuality					
Attendance					
Quality of Work					
Cooperation					
Response to Supervision					
Respected by Co-Workers					

Completed By: \_\_\_\_\_  
Signature Title

**Please fax to (717) 872-2178 when completed.**