

Oak Leaf Manor ~ Employment Application

Name _____
Address _____
(Street)

(City) (State) (Zip)

Position Desired _____
Shift Desired _____

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 _____
Hourly rate _____ Reason for Leaving _____

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

From _____ To _____ Employer _____ Phone _____
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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*** _____