



# SEARSTONE

RETIREMENT COMMUNITY

## Application for Employment

*Note: All applications will be considered without regard to race, color, religion, national origin, age, sex, gender identity or expression, sexual orientation, pregnancy, childbirth and related conditions, including, but not limited to, lactation, disability, veteran status, genetic information, or any other class protected by state or local law. The information collected by this application is solely to determine suitability for employment, verify identity, and maintain employment statistics on applicants.*

*Applicants with disabilities may be entitled to reasonable accommodation under the Americans with Disabilities Act and certain state or local laws. A reasonable accommodation is a change in the way things are normally done which will ensure an equal employment opportunity without imposing undue hardship on Searstone Retirement Community. Please inform the company if you need help completing this application or to otherwise participate in the application process.*

*This organization participates in E-Verify.*

Name \_\_\_\_\_

Date \_\_\_\_\_

Position Applied For \_\_\_\_\_

## PERSONAL DATA

LAST NAME

FIRST

MIDDLE INITIAL

HOME ADDRESS

Street Address

City State Zip

Telephone Number ( ) Telephone Number ( )

Email

## EMPLOYMENT INFORMATION

Position(s) applied for Salary Desired \$ Per hr./ per yr

SOCIAL SECURITY NUMBER Are you 18 years of age or over?  YES  NO

If you are a veteran of any branch of the U.S. Armed Forces, did you acquire skills which would be relevant to the position for which you are applying?  YES  NO  N/A If yes, please describe:

Have you ever been employed by Searstone?  YES  No If so, specify location(s) and date(s) and position(s)

How were you referred to Searstone? When

Are you related to an employee at Searstone?  YES  No If so, who and how are you related?

Are you related to a resident at Searstone? If so, who and how are you related?

When could you be available to begin work?

Type of employment desired:  Full-time  Part-time

## EDUCATION AND TRAINING

School Type	Name and School Address	Dates Attended(Optional)		Graduated Yes / No		Type of Degree Diploma or Certificate	Major/Minor Field of Study
		From Mo/Yr	To Mo/Yr				
High School							
College or University							
Other Education or Training							

Academic Achievements and Activities: Please list academic honors, scholarships, or fellowships; memberships in academy honorary societies; or participation in or offices held in extracurricular activities.

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## EMPLOYMENT EXPERIENCE

Please list your job history for the past ten years (or last five employers). Start with your present status and note any periods in which you were not employed. Include U.S. military service, summer/part-time jobs, and cooperative education assignments.

Company Name and Address	Dates Employed Month Year	Base Rate of Pay	Position Title and Description of Duties	Reason for Leaving
	From	Starting \$            Per		
	To	Final \$            Per		
Telephone (    )			Can we contact?	Supervisor

Company Name and Address	Dates Employed Month Year	Base Rate of Pay	Position Title and Description of Duties	Reason for Leaving
	From	Starting \$    Per		
	To	Final \$    Per		
Telephone (    )			Can we contact?	Supervisor

Company Name and Address	Dates Employed Month Year	Base Rate of Pay	Position Title and Description of Duties	Reason for Leaving
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	From	Starting \$            Per		
	To	Final \$            Per		
Telephone (    )			Can we contact?	Supervisor

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List current professional licenses, registrations, and professional organization affiliates.

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**BUSINESS OR PROFESSIONAL REFERENCES**

NAME	YEARS KNOWN	OCCUPATION	COMPLETE ADDRESS	TELEPHONE



**BACKGROUND INFORMATION**

Have you ever been discharged, suspended, or asked to resign from any position? If yes, please explain.     Yes         No

For the purpose of verifying information on this application, have you ever worked or attended school under a different name at any of the organizations you have listed?     Yes     No

If yes, specify name. \_\_\_\_\_

Have you ever been convicted of a crime, other than a minor traffic violation, that has not been expunged, sealed, pardoned, annulled, statutorily eradicated, or dismissed upon condition of probation? You are not required to disclose sealed or expunged records of conviction or arrest or expunged juvenile records of conviction or arrest.     Yes         No

Explain:

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(Note: Answering “Yes” does not necessarily preclude you from employment as we perform individualized assessments for all applicants.)

## CERTIFICATION:

My signature below certifies that all information in this application is correct to the best of my knowledge and belief and that I understand that false information will result in refusal of employment or termination of employment, if discovered after date of hire. State Bill 1192 makes it a Class A1 misdemeanor for an applicant for employment in adult care homes, nursing homes, or home care agencies to falsify information on employment applications. I also authorize the employers, schools, or persons named above to provide information regarding my employment, education, character, and qualifications. I also understand this application will remain active for 30 days from the date of completion and retained in an inactive file for 1 year. I understand that nothing contained in this application or in the granting of an interview is intended to create an employment contract between myself and Searstone. No promises for continued employment have been made to me, and I understand no such promises would be binding unless made in writing. My signature indicates my ability to perform the essential functions of the job for which I have applied.

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Signature

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Date