



WESTMINSTER VILLAGE TERRE HAUTE, INC.

1120 E. Davis Drive
Terre Haute, IN 47802-4065

EQUAL OPPORTUNITY EMPLOYER

APPLICATION FOR EMPLOYMENT

To Applicant: WESTMINSTER VILLAGE is an equal opportunity employer and makes all employment decisions without regard to race, color, national origin, religion, sex, age, disability or status as a disabled veteran or veteran of the Vietnam era. We deeply appreciate your interest in our organization and assure you that we are sincerely interested in your qualifications. A clear understanding of your background and work history will aid us in placing you in the position that best meets your qualifications. Please complete all sections of this form. Print clearly, illegible or incomplete applications will not be processed.

PERSONAL INFORMATION

PLEASE PRINT ALL INFORMATION:

Name _____
Last First Middle

Present Address _____
Street Apt. City State Zip Code

Telephone#: _____ Are you at least 18 years old? _____

Are you legally eligible for employment in the USA? _____ Do you have reliable transportation to work? _____

Position(s) you are applying for: _____ Rate of pay expected per hour \$ _____

Work Status Needed (circle your preference): FULL-TIME PART TIME PRN

Please list your preferred shift (work hours): 1st Choice _____ 2nd Choice _____

Were you previously employed by us? _____ Date: _____ Position: _____

Do you have any friends or relatives working for us? _____

How did you learn of this position? _____

Have you ever been bonded? _____ If yes, for what job? _____

On what date would you be available to begin work? _____

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. _____

Certifications or Licensures (Please be specific): _____

List any other experiences, skills, hobbies or qualifications that may benefit our organization: _____

Why would you like to work at Westminster Village? _____

May we contact your current employer? _____

Referred by: _____

Have you ever been convicted of a felony, misdemeanor or offense other than minor traffic violations? _____

If yes, describe in full: _____

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 physical examination form and may be required to be examined by a medical professional designated by Westminster Village Terre Haute, Inc.

-that if I sustain any injury or illness in the employment of Westminster Village Terre Haute, Inc., I agree that Westminster Village Terre Haute, Inc. 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 Westminster Village Terre Haute, Inc. 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 Westminster Village Terre Haute, Inc. to make a complete investigation of me, including but not limited to: my past employment history, scholastic records, criminal records, abuse records, motor vehicle driving records, 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 Westminster Village Terre Haute, Inc. and findings can result in a refusal to hire.

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 I will be screened through the Sex Offender's Registry, and findings can result in a refusal to hire.

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 _____

Yes No Have you been given a job description or had the requirements of the job explained to you?

Yes No Do you understand the requirements?

Yes No Can you perform the requirements of this job with or without reasonable accommodations?

Yes No If the job requires, do you have the appropriate valid driver's license?

EMPLOYMENT RECORD

List below present and past employment, beginning with your most recent. Please complete all information in full even when submitting a resume.

1. Company Name: _____

Address: _____ Phone number: _____

Supervisor Name: _____

Position Held: _____

Start Date: _____ End Date: _____ Salary: _____

Reason for leaving: _____

2. Company Name: _____

Address: _____ Phone number: _____

Supervisor Name: _____

Position Held: _____

Start Date: _____ End Date: _____ Salary: _____

Reason for leaving: _____

3. Company Name: _____

Address: _____ Phone number: _____

Supervisor Name: _____

Position Held: _____

Start Date: _____ End Date: _____ Salary: _____

Reason for leaving: _____

4. Company Name: _____

Address: _____ Phone number: _____

Supervisor Name: _____

Position Held: _____

Start Date: _____ End Date: _____ Salary: _____

Reason for leaving: _____

EDUCATION RECORD

High School Name: _____ State: _____ Did you graduate? _____

GED Where: _____ State: _____

College Name: _____ State: _____ How Long? _____

Course of Study: _____ Degree: _____

Name: _____ State: _____ How Long? _____

Course of Study: _____ Degree: _____

Other: _____ How Long? _____

Course of Study: _____ Degree/Diploma _____

MILITARY SERVICE RECORD

Were you in the US Armed Forces? _____ If so, what branch? _____

Dates of duty: From _____ to _____ Rank at Discharge: _____

List duties in the service: _____

PROFESSIONAL REFERENCES

NO RELATIVES PLEASE.

Name: _____

Occupation: _____

Address: _____

Phone #: _____

Name: _____

Occupation: _____

Address: _____

Phone #: _____

Name: _____

Occupation: _____

Address: _____

Phone #: _____

Name: _____

Occupation: _____

Address: _____

Phone #: _____

AUTHORIZATION TO RELEASE INFORMATION

I hereby authorize the above named facility to make all necessary investigations concerning me, my work habits, my character or my action in any transaction. I also authorize the above named facility to receive my academic records or other material pertinent to my qualifications. Further to this, I authorize and request that any former employer, reference, educational institution or other organization (including law enforcement agencies) provide all information that may be sought in connection with my application for employment.

_____ **Applicant's Signature**

_____ **Date**

PLEASE PRINT:

_____ **Applicant's Last Name** **First** **Middle**

_____ **Street Address**

_____ **Phone #**

_____ **City** **State** **Zip**

_____ **Alternate Phone #**

***Are your previous work or school records under any other name? If yes, please state name:**

Note: A copy of this form must accompany all reference letters to previous employers.