

Harbison Hall Assisted Living

EMPLOYMENT APPLICATION

APPLICATION DETAILS

Position applied for: Date available for work: Expected Pay: How were you referred to us:

Type of employment desired: Full time Seasonal Part time

Will you work overtime if asked? Yes No

Other special training or skills (languages, machine operation, etc.)

PERSONAL DETAILS

Last name: First name: Middle name: Date:

Permanent address: Home Telephone:

City: State: Zip code: Cell Telephone:

Have you ever applied for employment with us before? Yes No Social Security #:

Email:

EMPLOYMENT HISTORY

Please provide Your employment history (starting with Your most recent position).

Employer name: Date of employment From: Date of employment To:

Address: City:

State: Zip code: Phone: Email:

Starting position: Final position: Starting salary: Final salary:

List major duties and type of work performed:

Reason for leaving:

Supervisor name: Supervisor position: May we contact for reference? Yes No

Phone: Mobile: Email:

Employer name: Date of employment From: Date of employment To:

Address: City:

State: Zip code: Phone: Email:

Starting position: Final position: Starting salary: Final salary:

List major duties and type of work performed:

Reason for leaving:

Supervisor name: Supervisor position: May we contact for reference? Yes No

Phone: Mobile: Email:

Employer name: Date of employment From: Date of employment To:

Address: City:

State: Zip code: Phone: Email:

Starting position: Final position: Starting salary: Final salary:

List major duties and type of work performed:

Reason for leaving:

Supervisor name: Supervisor position: May we contact for reference? Yes No

Phone: Mobile: Email:

EDUCATION DETAILS

Please provide Your educational history information (begin with Your most recent institution)

| Type of institution | High school | College / University | Graduate school |
|------------------------------|--|--|--|
| Name of institution | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Location of institution | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Start date | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Finish date | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Degree / Area of study | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Did You graduated? | Yes <input type="checkbox"/> No <input type="checkbox"/> | Yes <input type="checkbox"/> No <input type="checkbox"/> | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Are You currently a student? | Yes <input type="checkbox"/> No <input type="checkbox"/> | Yes <input type="checkbox"/> No <input type="checkbox"/> | Yes <input type="checkbox"/> No <input type="checkbox"/> |

QUALIFICATIONS AND SKILLS

List any licenses, certificates, special training and skills that may assist You in performing Your duties.

| Skill / Qualification | Details / Description | Certificate / License | | Years of experience |
|-----------------------|-----------------------|------------------------------|-----------------------------|----------------------|
| <input type="text"/> | <input type="text"/> | Yes <input type="checkbox"/> | No <input type="checkbox"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | Yes <input type="checkbox"/> | No <input type="checkbox"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | Yes <input type="checkbox"/> | No <input type="checkbox"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | Yes <input type="checkbox"/> | No <input type="checkbox"/> | <input type="text"/> |
| <input type="text"/> | | | | |

MILITARY SERVICE

| | | | |
|----------------------|----------------------|----------------------|----------------------|
| Branch of service: | Rank attained: | Date enrolled: | Date of discharge: |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Do You have service-related skills and experience applicable to civilian employment? Yes No

If Yes, please describe:

ACHIEVEMENTS AND HOBBIES

List any achievements i.e. employment, education, personal or sporting

List Your hobbies, interest or involvements

LEGAL

Have You ever been convicted of, pled guilty to or pled no contest to a crime? Yes No

If Yes, please describe in full, provide details and dates. (Answering Yes will not necessarily bar You from employment)

APPLICANT STATEMENT

I certify that all information I have provided is true, complete and correct.

I authorize investigation of all statements contained herein and employers listed above to give You any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from utilization of such information.

I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by law.

I understand that this application does not constitute an offer, or a promise, or an agreement or contract for employment for any specified period or definite duration.

I understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in this country, and all documentation required have been completed in this regard.

I understand that any information provided by me is found to be false, incomplete or misrepresented in any aspect, will be sufficient cause to eliminate me from further consideration for employment, or may result in my immediate discharge from employer's service, whenever it is discovered.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

| | | |
|------------------------|------------------------|----------------------|
| Applicant's Full Name: | Applicant's Signature: | Date Signed: |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |