



# THE COMMUNITY AT HOLY FAMILY MANOR

## Employment Application

Thank you for your interest in The Community at Holy Family Manor, Inc. as a potential employer. We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected class.

**Please, follow these instructions when completing your application:**

1. Print legibly in ink or type all required information.
2. Provide all information required to evaluate your job qualifications. You may attach a resume. A resume does not substitute for an application.
3. An incomplete application will not be considered.

APPLICANT INFORMATION					
Last Name		First		M.I.	Other Names
Street Address				Apartment/Unit #	
City		State		ZIP	
Phone		E-mail Address			
Date Available		Social Security No.		Desired Salary	\$
Position Applied for					Date
Are you a citizen of the United States?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.? YES <input type="checkbox"/> NO <input type="checkbox"/>	
Have you ever worked for this company?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?	
Have you ever been convicted of a felony?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain:	
Are you related to any of our current employees?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, provide their name:	
How did you learn about this employment opportunity?					
If you are under 18 years of age, do you have a work permit?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	Do you have a valid PA driver's license and automobile insurance? YES <input type="checkbox"/> NO <input type="checkbox"/>	
Type of employment desired:		Full time <input type="checkbox"/>	Part time <input type="checkbox"/>	Occasional <input type="checkbox"/>	
Shift desired:		7-3.30 <input type="checkbox"/>	3-11.30 <input type="checkbox"/>	11-7.30 <input type="checkbox"/>	
EDUCATION					
High School			Address		
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
College			Address		
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
Other			Address		
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
If you are a RN or LPN, what is your license #			Expiration date:		
Are you currently licensed in PA?		YES <input type="checkbox"/>	NO <input type="checkbox"/>		
ADDITIONAL INFORMATION					
<i>Note any additional information relevant to the position for which you are applying that may be helpful to us in considering your application. Summarize special job-related skills and qualifications.</i>					

**REFERENCES**

Please list **three** work-related references that are not related to you.

Full Name	Relationship
Company	Phone ( )
Address	
Full Name	Relationship
Company	Phone ( )
Address	
Full Name	Relationship
Company	Phone ( )
Address	

**PREVIOUS EMPLOYMENT (start with your present or last job)**

<b>Company</b>		Phone ( )
Address		Supervisor
Job Title	Starting Salary \$	Ending Salary \$
Responsibilities		
From	To	Reason for Leaving
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>		
<b>Company</b>		Phone ( )
Address		Supervisor
Job Title	Starting Salary \$	Ending Salary \$
Responsibilities		
From	To	Reason for Leaving
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>		
<b>Company</b>		Phone ( )
Address		Supervisor
Job Title	Starting Salary \$	Ending Salary \$
Responsibilities		
From	To	Reason for Leaving
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>		

**DISCLAIMER AND SIGNATURE**

I certify that my answers are true and complete to the best of my knowledge.

I authorize investigation of all statement contained in this application (or its supplements) for employment as may be necessary in arriving at a decision. In exchange for The Community at Holy Family Manor, Inc.'s agreement to receive, process, and consider my application for employment, I hereby release The Community at Holy Family Manor, Inc. and any all persons or organizations contacted by The Community at Holy Family Manor, Inc. from any and all claims or causes of action arising out of The Community at Holy Family Manor, Inc.'s verification of the information I have provided in this application and/or its determination of my qualifications and abilities.

This application will be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time should inquire as to whether or not applications are still being accepted at that time.

I hereby understand and acknowledge that any employment relationship with this organization is of an "at-will" nature, which means that the Employer may discharge the Employee at any time with or without cause. It is further understood that this "at-will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application (of supplements to it) or interview(s) may result in discharge. If employed by The Community at Holy Family Manor, Inc., I agree to abide by its policies and procedures. I agree to take a post offer medical examination and drug screen. I understand that The Community at Holy Family Manor, Inc. will obtain a report of criminal history information from the Pennsylvania State Police, and a Pennsylvania Child Abuse History Clearance. In some cases, a Federal Bureau of Investigation Report, A D.M.V. Report and a credit check will be required in accordance with requirements of the Pennsylvania Older Adults Protective services Act. I agree to provide the necessary information for these reports.

Signature of Applicant

Date

Applicant's name (please, print)

**PRE-EMPLOYMENT DRUG TESTING POLICY**

The Community at Holy Family Manor, Inc. is committed to providing a safe, healthy, productive and drug-free workplace.

All applicants for employment who receive a conditional offer of employment must submit to a drug screen to be performed by a certified la selected by The Community at Holy Family Manor, Inc. The cost of this examination will be borne by The Community at Holy Family Manor, Inc. The result of the pre-employment drug screen may be cause for rejection of an applicant.

I have read and understand the above policy and agree to submit to a drug test.

Signature

Date