



Century Oaks™

Employment Application Form

PLEASE PRINT ALL INFORMATION REQUESTED EXCEPT SIGNATURE

APPLICATION FOR EMPLOYMENT

APPLICANTS MAY BE TESTED FOR ILLEGAL DRUGS

Empty row for additional information.

Name DATE

Last First Middle Maiden

Present address

Street City State Zip

How long Social Security No.

Telephone If under 18 please list age

Position applied for (Be specific) Salary desired Days/hours available to work No Pref Thur Mon Fri Tue Sat Wed Sun

How many hours can you work weekly? Can you work nights? When available for work?

Employment desired FULL-TIME ONLY PART-TIME ONLY FULL- OR PART-TIME

EDUCATION

Table with 4 columns: SCHOOL TYPE, NAME & ADDRESS OF SCHOOL, #YEARS COMPLETED, MAJOR & DEGREE. Rows include High School, College, Bus. or Trade School, and Professional School.

HAVE YOU EVER BEEN CONVICTED OF A CRIME? No Yes

If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation.

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DO YOU HAVE A DRIVER'S LICENSE?

Yes No

What is your means of transportation to work?

Driver's license number

State of issue

Operator

Commercial (CDL)

Chauffeur

Expiration date

Have you had any accidents during the past three years?

Have you had any moving violations during the past three years?

How many?

How Many?

OFFICE EMP ONLY

TYPING Yes No WPM

WORD PROCESSING Yes No WPM

10-KEY Yes No

Personal Computer Yes No

PC Mac

Other Skills

Please list two references other than relatives or previous employers.

Name

Name

Position

Position

Company

Company

Address

Address

Telephone

Telephone

An application form sometimes makes it difficult for an individual to adequately summarize a complete background. Use the space below to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying.

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MILITARY

HAVE YOU EVER BEEN IN THE ARMED FORCES?

Yes No

ARE YOU NOW A MEMBER OF THE NATIONAL GUARD?

Yes No

Specialty

Date Entered

Discharge Date



WORK EXPERIENCE

Please list your work experience for the past five years beginning with your most recent job held. If you were self-employed, give firm name. Attach additional sheets if necessary.			
Name of employer		Employment dates	Pay or salary
Address	Phone	From	Start
City, State, Zip Code		To	Final
Your last job title		Name of last supervisor	
Reason for leaving (be specific)			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			

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May we contact your present employer?

Yes No

Did you complete this application yourself

Yes No

If not, who did?

PLEASE READ CAREFULLY
APPLICATION FORM WAIVER

In exchange for the consideration of my job application by Century Oaks Assisted Living (hereinafter called "the Company"), I agree that:

Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements, and the like as they may exist from time to time, or other Company practices, shall serve to create an actual or implied contract of employment, or to confer any right to remain an employee of Century Oaks Assisted Living, or otherwise to change in any respect the employment-at-will relationship between it and the undersigned, and that relationship cannot be altered except by a written instrument signed by the President /General Manager of the Company. Both the undersigned and Century Oaks Assisted Living may end the employment relationship at any time, without specified notice or reason. If employed, I understand that the Company may unilaterally change or revise their benefits, policies and procedures and such changes may include reduction in benefits.

I authorize investigation of all statements contained in this application. I understand that the misrepresentation or omission of facts called for is cause for dismissal at any time without any previous notice. I hereby give the Company permission to contact schools, previous employers (unless otherwise indicated), references, and others, and hereby release the Company from any liability as a result of such contract.

I also understand that (1) the Company has a drug and alcohol policy that provides for preemployment testing as well as testing after employment; (2) consent to and compliance with such policy is a condition of my employment; and (3) continued employment is based on the successful passing of testing under such policy. I further understand that continued employment may be based on the successful passing of job-related physical examinations.

I understand that, in connection with the routine processing of your employment application, the Company may request from a consumer reporting agency an investigative consumer report including information as to my credit records, character, general reputation, personal characteristics, and mode of living. Upon written request from me, the Company, will provide me with additional information concerning the nature and scope of any such report requested by it, as required by the Fair Credit Reporting Act.

I further understand that my employment with the Company shall be probationary for a period of sixty (60) days, and further that at any time during the probationary period or thereafter, my employment relation with the Company is terminable at will for any reason by either party.

Signature of applicant _____ Date: _____

This Company is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, age or disability. We assure you that your opportunity for employment with this Company depends solely on your qualifications.

Thank you for completing this application form and for your interest in our business.

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