

Application for Employment

It is our policy to comply with all applicable state and federal laws prohibiting discrimination in employment on race, age, color sex, religion, national origin or other protected classification.

Name: _____ Date: _____
Last First Middle

Address: _____
Street City State Zip Code

Telephone: _____

Are you over the age of 18 years old? [] Yes [] No

Are you a U.S. citizen or otherwise authorized to work in the U.S. on an unrestricted basis? [] Yes [] No

How did you learn about this opening? _____

Have you ever worked here before [] Yes [] No

Are there any hours, shifts or days you cannot or will not work? _____

Shift preferred: Part-time _____ Full-time _____

Are you willing to work overtime as required? [] Yes [] No

Have you ever been charged with a felony? [] Yes [] No

(Conviction will not necessarily disqualify an applicant for employment.) If yes, describe conditions:

Education:

School/Colleges Attended: _____ Years _____ Year Grad _____ Degree/Cert. _____

Employment/Work Experience:

Start with your present or most recent position. Include military service assignments and volunteer activities. Exclude organization names that indicate race, color, religion, sex or national origin.

Employer: _____

Job title: _____ Supervisor: _____

Street Address: _____ City/State/Zip: _____

Describe Duties/Responsibilities/Accomplishments: _____

Reason for leaving: _____

Dates of Employment (Month/Year): From: _____ To: _____

Employer: _____
Job title: _____ Supervisor: _____
Street Address: _____ City/State/Zip: _____
Describe Duties/Responsibilities/Accomplishments:

Reason for leaving: _____
Dates of Employment (Month/Year): From: _____ To: _____

Employer: _____
Job title: _____ Supervisor: _____
Street Address: _____ City/State/Zip: _____
Describe Duties/Responsibilities/Accomplishments:

Reason for leaving: _____
Dates of Employment (Month/Year): From: _____ To: _____

Personal References:

Name: _____ Relationship: _____
Street Address: _____ City/State/Zip: _____
How Long: _____ Phone: _____
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Name: _____ Relationship: _____
Street Address: _____ City/State/Zip: _____
How Long: _____ Phone: _____

Special Skills:

Describe any special skills or qualification for this work:

I CERTIFY that the above answers are true and complete to the best of my knowledge. I understand that this application is not and is not intended to be any kind of contract or agreement. In the event of employment, I understand that any false or misleading information given in mu application, correspondence, discussions or interview may result in immediate termination. I understand also, that I am required to abide by all rules, regulations and policies of **GOLDEN GATE MANOR**.

Signed: _____ Date: _____

<p>OFFICE USE ONLY Arrange Interview () Yes () No Date: _____ _____ Approved () Yes () No Date: _____ By: _____</p>
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