

GOOD SHEPHERD RETIREMENT CENTER (GSERC)

Application for Employment

- All information obtained within this application will be held in strict confidence, subject to applicable law.
- Please complete all applicable sections and sign the last page.
- Screening tests for illegal drug use will be required as a condition of employment-Drug Free Workplace.
- Travel may be required for certain positions.

GSERC prides itself on being an Equal Opportunity Employer. We will not discriminate in employment because of sex, age, race, physical disability, religion, ethnicity, mental disability, marital status, ancestry, or place of origin.

1

Date: _____

Name: _____ Telephone: () _____

Address: _____

Social Security : _____

Are you legally entitled to work in USA? _____

Proof will be required upon hire

Position(s) applied for: _____

Date you are available for employment: _____ Wage or salary desired: _____

Have you ever worked for GSERC before? _____ If yes, when and where? _____

If under 18 years of age, can you provide proof of eligibility to work? Yes No _____

Have you ever been convicted of a misdemeanor or felony? Yes No _____

What? _____ When? _____

2

EDUCATIONAL BACKGROUND

Education: Years Completed: _____ 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 +

Elementary _____

High School: _____

Trade/Profession _____

College/University _____

What machines or equipment have you operated which relate to the position you have applied for? _____

Are there any skills, experience, of other qualifications in which you feel would assist you in performing the duties of the position you have applied for? _____

3a

List below your last three employers, starting with the most recent. Include any job related Military service assignments and volunteer activities, you may exclude organizations which indicate race, color, religion, gender, national origin, handicap or other protected status

Employer's Name: Hire Date: Departure Date:

Reason for Departure:

Supervisor's Name: Telephone: ()

Position(s) Held:

Duties:

May we contact this employer? (If not, state brief reason):

3b

Employer's Name: Hire Date: Departure Date:

Reason for Departure:

Supervisor's Name: Telephone: ()

Position(s) Held:

Duties:

May we contact this employer? (If not, state brief reason):

3c

Employer's Name: Hire Date: Departure Date:

Reason for Departure:

Supervisor's Name: Telephone: ()

Position(s) Held:

Duties:

May we contact this employer? (If not, state brief reason):

PERSONAL REFERENCES

Give name, address and telephone number of three references who are not related to you and are not previous employers.

1 _____

2 _____

3 _____

4**If you are applying for a position that requires driving, please complete this section:**

Do you have a valid driver's license?

License #:

State:

Note: If you are selected for an interview, you are required to present a copy of your driving record that is not more than 4 weeks old. After being hired, a copy of this driving record will be placed into your personnel file and an annual update will be required.

5**False information given or implied on an application form is grounds for immediate dismissal without further notice.**

I hereby state that all information provided is accurate and may be verified by you. I agree that I may be discharged if GSERC at any time learns of falsification or material omission in the information provided on this application form and related documents. GSERC may contact my former employer in connection with the consideration of my employment with them. All references are hereby authorized to release all information that they may have relevant to my employment with them. I hereby release GSERC, and its affiliates, successors, and assigns, and all references from any liability that might be claimed because of information provided by such references.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge 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.

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

Applicant Signature:

Date:

NO CONSIDERATION OF EMPLOYMENT WILL BE GIVEN TO ANY APPLICANT WHO DOES NOT SIGN THE ABOVE STATEMENT.

Note: Additional personal information will be required to complete benefit forms after being hired.

Thank you for showing an interest in pursuing a career with GSERC.