

ELMHURST COMMONS ASSISTED LIVING

Application for Employment

Elmhurst Commons Assisted Living does not discriminate in hiring or employment on the basis of race, color, religion, national origin, age, sex, disability, sexual orientation, Vietnam era military service, or any other basis on which discrimination is prohibited by federal, state, or local laws. No question on this application is intended to secure information to be used for such discrimination.

PERSONAL INFORMATION			
NAME (LAST NAME FIRST)			
PRESENT ADDRESS	CITY	STATE	ZIP CODE
PERMANENT ADDRESS	CITY	STATE	ZIP CODE
PHONE NO. ()	ARE YOU 18 YEARS OF AGE OR OLDER? ___ Yes ___ No		
EMPLOYMENT QUESTIONS			
POSITION DESIRED	DATE AVAILABLE TO WORK	SALARY DESIRED	
ARE YOU EMPLOYED? ___ Yes ___ No	IF SO, MAY WE INQUIRE OF YOUR PRESENT EMPLOYER? ___ Yes ___ No		
EVER APPLIED TO THIS COMPANY BEFORE? ___ Yes ___ No	WHERE?	WHEN?	
ARE YOU LEGALLY ELIGIBLE TO WORK IN THE U.S.? ___ Yes ___ No			
REFERRED BY: ___ Temporary Agency ___ Advertisement ___ Other ___ Employee (name) _____			
EDUCATION			
NAME AND LOCATION OF SCHOOL	YEARS ATTENDED	DID YOU GRADUATE?	SUBJECTS STUDIED
HIGH SCHOOL/GED			
COLLEGE			
TRADE, BUSINESS, OR CORRESPONDENCE SCHOOL			
OTHER			
LIST ANY LICENSES, AWARDS, CERTIFICATIONS, OR REGISTRATIONS PERTINENT TO YOUR APPLICATION. _____			

EMPLOYMENT HISTORY LIST BELOW LAST FOUR EMPLOYERS (Attach a resume/separate sheet for additional employment.)					
DATE (MONTH/YEAR)	NAME, ADDRESS, AND PHONE NUMBER OF EMPLOYER	POSITION	SUPERVISOR'S NAME	SALARY	REASON FOR LEAVING
FROM					
TO					
FROM					
TO					
FROM					
TO					
FROM					
TO					

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REFERENCES (PLEASE SIGN REFERENCE CHECKING FORM FOR EACH REFERENCE.)

NAME	RELATIONSHIP AND TITLE	COMPANY NAME AND ADDRESS	TELEPHONE NUMBER
1.			
2.			
3.			

ADDITIONAL INFORMATION

Please list any other job-related information you think would be helpful to us in considering you for the position, such as any additional work experience, volunteer activities, hobbies, social activities, clubs or professional organizations (list offices held), publications, accomplishments, etc. (Exclude information indicative of race, color, religion, sex, age, marital status, national origin, disability, or veteran status.)

SIGNATURE AND AUTHORIZATION

Acceptance of this application affords no assurance of eventual employment. If employed, you will be required to verify your ability to legally accept employment in the United States. For certain jobs, background investigations, to include contacting former employers, may be required. This application does not constitute a contract of employment. Employment and compensation can be terminated with or without notice, and with or without cause, at any time.

I have read the foregoing instructions and question and to the best of my knowledge my answers are true and correct. I have not knowingly misrepresented or withheld any fact or circumstance that would, if disclosed, affect my application unfavorably. I understand that misrepresentation of any of the above may be cause for termination.

Signature of Applicant Date