

Employment Application

Creekside Retirement Community, LLC is an equal opportunity employer and makes employment decisions on the basis of merit. Creekside's Policy prohibits unlawful discrimination based on race, color, sex, religion, national origin, ancestry, a physical or mental impairment that substantially limits one or more major life activities, marital status, age or any other consideration made lawful by federal or local laws. All such discrimination is unlawful.

PLEASE PRINT CLEARLY AND COMPLETE ALL INFORMATION REQUESTED.

NAME AND ADDRESS

Name _____
Last First Middle

Current Address _____
Number Street Name

City State Zip Code

Home Phone No. _____ Work (or message) Phone No. _____
(Area Code) Number (Area Code) Number

POSITION DESIRED

What position are you applying for? _____
Salary Expectations? _____

WORK SCHEDULE

What type of employment do you want? Full Part time Temporary Seasonal

When could you start? Date: _____

Note: You are not required to indicate your schedule unavailability if due to religious practices before a job offer is made. If you have such an issue, after a job offer is made, please notify the Facility manager or person who has made a job offer to you.

What hours or days are you available to work? _____

What hours or days are you not available to work? _____

Who referred you? _____

EMPLOYMENT STATUS

Are you currently employed? Yes No If "Yes," how many jobs do you currently hold? _____

Is your intent to continue in your current job(s) if you work for Creekside Retirement Community, LLC? Yes No

EMPLOYMENT HISTORY

In the past 5 years how many different employers have you worked for? _____

Have you worked in this state for the past 5 years? Yes No If "No," please list all other states you have worked in during the last 5 years: _____

EMPLOYMENT RECORD

List the most recent employer first. Include military service (not country of service), or any selfemployed or unemployed periods. You must account for the past five (5) years or since completing school, whichever is shorter.

Employer

Company _____

Address _____ City _____ State _____ Zip Code _____

Telephone No. _____

Dates Employed From: _____ To: _____ Last Salary: _____

Last Position Held _____

Last Supervisor's Name _____

Why Did You Leave? Be Specific _____

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Employer

Company _____
Address _____ City _____ State _____ Zip Code _____
Telephone No. _____
Dates Employed From: _____ To: _____ Last Salary: _____
Last Position Held _____
Last Supervisor's Name _____
Why Did You Leave? Be Specific _____

Employer

Company _____
Address _____ City _____ State _____ Zip Code _____
Telephone No. _____
Dates Employed From: _____ To: _____ Last Salary: _____
Last Position Held _____
Last Supervisor's Name _____
Why Did You Leave? Be Specific _____

PERIODS OF UNEMPLOYMENT DURING THE PAST THREE (3) YEARS

Please List Specific Dates: From: _____ From: _____ From: _____
To: _____ To: _____ To: _____

EDUCATION AND TRAINING

Last School Attended: _____
Name City

Do you have any applicable kind of education/training? Yes No

If "Yes," please describe: _____

LICENSES

Do you have any applicable professional licenses? Yes No

BUSINESS MACHINES, IF APPLYING FOR AN OFFICE/CLERICAL POSITION

Check the business machines you can operate (indicate speed where requested):

Keyboard Type, WPM _____ Word Processor, WPM _____ Calculator Computer

Shorthand, WPM _____ CRT Data Processor

Other: _____

DRIVING INFORMATION, IF YOU WILL BE DRIVING FOR COMPANY PURPOSES

Do you have any driving restrictions? Yes No

Do you have a valid Driver's License? Yes No

Driver's License Number/State _____

What driving infractions have you had during the last five (5) years? _____

Do you have a Chauffeur's Driver's License? Yes No

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OTHER INFORMATION

Have you ever been employed previously by Creekside Retirement Community, LLC? Yes No
Social Security Number _____
Have you ever been known by a different name? Yes No If "Yes," location? _____
Please explain: _____
Date of Employment: _____

CRIMINAL HISTORY

Have you ever been convicted of a crime, felony, or a violation other than a minor traffic violation? Yes No
If "Yes," list all convictions, stating date, nature of offenses and where they occurred: _____

Are you legally eligible to work in the United States? Yes No
Can you perform the essential functions for the job applied for? Yes No

PERSONAL REFERENCES

(Give names of 3 persons, not relatives or former employers, who have known you for 5 years or more)

Name _____	Name _____	Name _____
Address _____	Address _____	Address _____
City/State/Zip _____	City/State/Zip _____	City/State/Zip _____
Home Phone _____	Home Phone _____	Home Phone _____
Number of years known _____	Number of years known _____	Number of years known _____
Relationship to Applicant _____	Relationship to Applicant _____	Relationship to Applicant _____

Reference Checks

Date & Time: _____	Date & Time: _____	Date & Time: _____
Comments: _____	Comments: _____	Comments: _____
_____	_____	_____
_____	_____	_____
Manager: _____	Manager: _____	Manager: _____

REFERRAL INFORMATION

How were you referred to Creekside Retirement Community, LLC? Internet Newspaper
 Walkin Employee Referral
Other: _____

CONDITIONS OF EMPLOYMENT

Creekside Retirement Community, LLC sets high standards for its employees. Compliance with these standards is a Condition of Employment. You need to carefully consider these requirements before accepting a position with us. As an employee, you will be expected to comply in full to the following conditions and other conditions of employment set out in the Employee Handbook, which you will receive if hired.

CUSTOMER SERVICE

Treat residents with an exceptionally friendly attitude at all times and under all circumstances.

ATTENDANCE/PUNCTUALITY

Always report to work when scheduled and on time.
Call the Community before your scheduled shift when unable to report to work as scheduled.

PERSONAL APPEARANCE

Maintain a businesslike, professional appearance (dress and grooming).
Wear your community name badge at all times.

Would you be able to comply with all of the requirements as listed? Yes No
If "No," or you have concerns about complying with any requirements, please explain: _____

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ACKNOWLEDGEMENT AND AGREEMENTS

ALL APPLICANTS – Please read the following and address any questions to the Creekside’s Representative before signing below:

I hereby affirm my answers to the foregoing questions are true and correct. I understand that misrepresentation of the facts will result in immediate dismissal. This Employment Application is used to notify me that the nature and scope of an investigation, if one is conducted, could include such general identification information as residence verification, and as applicable, information concerning my employment, education, general reputation, character, personal characteristics, and habits, and that such information may be developed through personal interviews with third parties such as family members, neighbors, friends, associates, former employers, financial sources, and custodians of official records. Only job-related information developed from such a report will be considered in evaluating my employment application or continued employment. I hereby authorize these persons, companies, organizations or corporations to answer all questions or release any information regarding the items listed in this paragraph. I hereby release them from any liability and hold them harmless from any claim for releasing any truthful information within their knowledge and/or record.

I authorize the Company to release to any person, firm, entity or organization with which I may seek employment in the future, any truthful information concerning my work experience with the company. I hereby release and hold the Company harmless from any claim for releasing any truthful information within its knowledge and/or records.

I understand that satisfactory reports are a condition of my employment with Creekside Retirement Community, LLC. I further understand that my employment with Creekside Retirement Community, LLC will be terminated if management determines that said reports are unsatisfactory. I also acknowledge that from time to time, Creekside Retirement Community, LLC may be required to submit certain information with regard to my employment or application for employment. I hereby release the Company, its agents, assigns and subsidiaries from any liability resulting from submitting such information.

I understand that my employment is at will and that I can be terminated at any time, with or without notice and with or without any reason. I understand that if I am employed, employment is not for a stated period. Creekside Retirement Community, LLC or I may discontinue the employment relationship at any time without cause or notice. Only the President of Creekside Retirement Community, LLC has the authority to enter into an agreement contrary to the foregoing, and then such agreement must be in writing and signed by President. No other practice, written or oral policy or statement by anyone, including for managers or any other management personnel can alter this employment relationship.

I acknowledge that Creekside Retirement Community, LLC may request either prior to and/or after employment that I undergo drug testing and may request, after an offer has been made, a medical exam. I consent and agree to any such exam, if required, or in the future. I understand that when pre-employment drug testing is required, a satisfactory result is a condition of employment with Creekside Retirement Community, LLC.

I hereby certify that all statements and answers made on this Employment Application are complete and true. I understand that if subsequent to employment any of such statements and/or answers is found to be false or that information is omitted, such false statements or omissions will result in termination of my employment.

If Creekside Retirement Community, LLC deems it necessary to obtain a criminal record check or drivers record on me, by signing this application I hereby authorize Creekside Retirement Community, LLC to request my criminal history information and driver’s record.

This application is current only for thirty (30) days, at the conclusion of which time, if you have not heard from us and still wish to be considered for employment, it will be necessary for you to fill out a new application.

Applicant’s Signature _____

Date _____