

EMPLOYMENT APPLICATION

The Villas of Holly Brook/Keystone Properties is an equal opportunity employer and makes employment decisions on the basis of merit. We want to have the best available persons in every job. The Villas of Holly Brook'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 law. All such discrimination is unlawful.

NAME AND ADDRESS

Name _____
Last First Middle

Current Address _____ E-mail: _____
Number Street

City State Zip Code

Home Telephone Number _____ - _____ - _____ Cell: _____

Work (or Message) Telephone Number _____ - _____ - _____

Social Security Number: _____ - _____ - _____ Date of Birth: _____

POSITION DESIRED

What position are you applying for? _____

Salary Expectations: _____ Date you can start: _____

WORK SCHEDULE

What type of employment do you want? (Circle One)

Full Part Time Temporary Seasonal

When could you start employment? Date _____

Note: You are required to indicate your schedule of unavailability if due to religious practices before a job offer is made. If you have such an issue, after job offer is made, please notify the Facility Director.

What hours and days are you available to work? _____

What hours and 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 the Villas of Holly Brook? Yes No

EMPLOMENT 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've worked in during the last 5 years: _____

PRESENT OR LAST EMPLOYER

Company _____

Address _____ City _____ State _____

Telephone No. _____

Dates Employed From _____ To _____ Salary _____

Last Position Held _____

Last Supervisor's Name _____

Why did You Leave? Be Specific _____

EMPLOYER

Company _____

Address _____ City _____ State _____

Telephone No. _____

Dates Employed From _____ To _____ Salary _____

Last Position Held _____

Last Supervisor's Name _____

Why did You Leave? Be Specific _____

EMPLOYER

Company _____

Address _____ City _____ State _____

Telephone No. _____

Dates Employed From _____ To _____ 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 date: From _____ From: _____ From: _____

To: _____ To: _____ To: _____

EDUCATION AND TRAINING

Last School Attended _____

Do you have any other applicable education/training? Yes No

If "Yes" please describe: _____

LICENSES

Do you have any applicable professional licenses? Yes No

If "Yes" what type and expiration date: _____

BUSINESS MACHINES, IF APPLYING FOR AN OFFICE/CLERICAL POSITION:

Circle the business machines/Software you can operate: Copier Calculator

Word Processor WPM _____ Computer: Microsoft Suite 2010 WORD EXCEL PowerPoint

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 _____

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

OTHER INFORMATION:

Have you ever been known by a different name? Yes No

If "Yes" please list the name (s)? _____

Have you been employed previously by The Villas of Holly Brook? Yes No

If yes, what location? _____

Date of employment? _____

CRIMINAL HISTORY

Have you ever been convicted of a crime, Felony, or a violation other than minor traffic violation? Yes No

If "yes", list all convictions, starting date, nature of offense 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 2 persons not relatives or former employer, who have known you for 5 years or more)

Name: _____

Name: _____

Current Address _____

Current Address _____

City/State/Zip _____

City/State/Zip _____

Telephone No. _____ - _____ - _____

Telephone No _____ - _____ - _____

Number of Years Know _____

Number of Years Known _____

REFERRAL INFORMATION

HOW WERE YOU REFERRED TO THE VILLAS OF HOLLY BROOK?

NEWSPAPER WALK-IN EMPLOYEE REFERRAL OTHER

CONDITIONS OF EMPLOYMENT

The Villas of Holly Brook 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 Villas of Holly Brook Employee Handbook, which you will receive if hired.

ACKNOWLEDGEMENT AND AGREEMENTS

ALL APPLICANTS--- Please read the following and address any questions to The Villas of Holly Brook Director before signing.

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 as general identification, Information as residence verification, and as applicable, ,

Information concerning my employment, education, general reputation, character, personal characteristics, and 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, organizations and 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 record.

I understand that satisfactory reports are a condition of my employment with The Villas of Holly Brook. I further understand that my employment with The Villas of Holly Brook will be terminated if management determines that said 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 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. Either The Villas of Holly Brook or I may discontinue the employment relationship at any time without cause or notice. Only the President of The Villas of Holly Brook has the authority to enter into an agreement contrary to the foregoing, and then such agreement must be in writing and signed by the VOHB President. No other practice, written or oral policy statement by anyone, including for managers or any other management personnel can alter this employment relationship. I acknowledge that The Villas of Holly Brook may request either prior to and/or after employment that I undergo drug testing and may request, after an offer of employment has been made, a medical exam and 2 step TB. I consent and agree to such exam and 2 step TB test.

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 are found to be false or that information is omitted, such false statements or omissions will result in termination of my employment.

The Villas of Holly Brook conducts criminal background checks and by signing this application I am authorizing The Villas of Holly Brook 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.

Employee Signature

Date