

Application for Employment

At Mt. Gilead Independent Senior Living Facility

We appreciate your interest in working with us. The Company is an Equal Opportunity Employer that does not discriminate on the basis of age, sex, sexual orientation, race, color, creed, religion, ethnicity, national origin, alienage or citizenship, disability, marital status, military or veteran status or any other legally-recognized, protected basis under federal, state or local laws, regulations or ordinances.

To the extent required by applicable law, the Company maintains a smoke-free workplace.

Please answer each question fully and accurately. No action can be taken on this application until you have answered all questions. Use blank paper if you do not have enough room on this application. **Please print**, except for your signature on the last page of this application.

We will endeavor to make a reasonable accommodation to the known physical or mental limitations of a qualified applicant with a disability unless the accommodation would impose an undue hardship on the operation of our business. If you believe you require such assistance to complete this form or to participate in an interview or otherwise in the hiring process, please let us know.

General Information

Last name		First name		Middle name	Contact phone	Today's date	
Street address				City	State	Zip	
Position(s) applying for		Desired salary/hourly wage		Date available for employment		How were you referred to us?	
Type of employment desired: <input type="radio"/> Full time <input type="radio"/> Part-time <input type="radio"/> Temporary	I can work any shift. <input type="radio"/> Yes <input type="radio"/> No If no, what shift are you <i>unable</i> to work? <u>Note:</u> It is not necessary for you to identify unavailability for work because of religious observation or practice or any other protected classification. Subsequent to any job offer, we will consider whether a reasonable accommodation can be made.			Are you 18 years of age or older? <input type="radio"/> Yes <input type="radio"/> No	If hired, can you furnish proof you are legally eligible to work in the United States? <input type="radio"/> Yes <input type="radio"/> No	Have you ever applied or worked for a position with the Company before? <input type="radio"/> Applied <input type="radio"/> Worked <input type="radio"/> No If yes, when and where?	
List any friends or relatives currently working or that have previously worked for the Company or this Community:							

Education and Training

Name and location of school	Years completed	Graduated?	Degree or diploma
High school or GED		<input type="radio"/> Yes <input type="radio"/> No	
College or university	Course of study	<input type="radio"/> Yes <input type="radio"/> No	
Vocational or technical	Course of study	<input type="radio"/> Yes <input type="radio"/> No	

Professional License or Certification if Related to Job Sought

Type of license/certification	License/certification number(s)	State issued in	Expiration date
Type of license/certification	License/certification number(s)	State issued in	Expiration date

Employment History (List last employer first, including U.S. Military service)

#1	Name of employer		Address (city/state/zip code)		
	Position/title		May we contact? <input type="radio"/> Yes - contact phone number: _____ <input type="radio"/> No		
	Summary of work duties	Supervisor's name	Employed from (mm/yy)	Starting salary \$	Reason for leaving
		Employed to (mm/yy)	Ending salary \$		
#2	Name of employer		Address (city/state/zip code)		
	Position/title		May we contact? <input type="radio"/> Yes - contact phone number: _____ <input type="radio"/> No		
	Summary of work duties	Supervisor's name	Employed from (mm/yy)	Starting salary \$	Reason for leaving
		Employed to (mm/yy)	Ending salary \$		
#3	Name of employer		Address (city/state/zip code)		
	Position/title		May we contact? <input type="radio"/> Yes - contact phone number: _____ <input type="radio"/> No		
	Summary of work duties	Supervisor's name	Employed from (mm/yy)	Starting salary \$	Reason for leaving
		Employed to (mm/yy)	Ending salary \$		
#4	Name of employer		Address (city/state/zip code)		
	Position/title		May we contact? <input type="radio"/> Yes - contact phone number: _____ <input type="radio"/> No		
	Summary of work duties	Supervisor's name	Employed from (mm/yy)	Starting salary \$	Reason for leaving
		Employed to (mm/yy)	Ending salary \$		

References

Are you presently employed? <input type="radio"/> No <input type="radio"/> Yes. Who should we contact?	Have you ever been terminated or asked to resign from a job? <input type="radio"/> No <input type="radio"/> Yes. Please explain:
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Work-related References		
Name of company	Title	Business telephone
Name of company	Title	Business telephone
Name of company	Title	Business telephone

Applicant's Acknowledgment and Authorization

Please read each statement carefully before signing.

I certify that all information provided in this employment application is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my dismissal if discovered at a later date.

I understand that the Company/this Community will check the references provided in this application, including my former employers, supervisors and schools. I authorize these individuals, companies and institutions to furnish the Company/this Community with any information they have about me, and I release and hold them and the Company/this Community harmless from any liability or damage whatsoever with respect to the release or use of this information.

Dependent upon state and Company requirements, I understand I will be required to submit other background-related information so that various background checks can be conducted, including, but not limited to, criminal history, fingerprint clearance, proof of licensure, etc. I understand that if I am selected for hire (or receive an offer of employment), I may be required to submit to pre-employment, post-accident, reasonable cause or random drug and alcohol test, as a condition of employment in accordance with applicable state law. I authorize the Company/this Community to have access to this information. I agree to execute any necessary consent forms.

If the Company/this Community hires me, I agree to comply with all lawful company policies, procedures and management directives. I will be given and asked to read a copy of the Company's Employee Handbook, which is a compilation of current policies, not

an employment contract, which can be changed at anytime, with or without notice.

I understand that if I am extended an offer of employment, it may be conditioned upon my successfully passing a complete pre-employment physical examination. I consent to the release of any or all medical information as may be deemed necessary to judge my capability to do the work for which I am applying.

I understand that this application or subsequent employment does not create a contract of employment nor guarantee employment for any definite period of time. If employed, I understand that I have been hired at the will of the employer and my employment may be terminated by me or the company at any time, with or without cause and with or without notice, and that no one at the Company/this Community has the authority to make exceptions to this "at will" rule except in a written agreement signed by an officer of the company.

Criminal History Information

ALL APPLICANTS: Before you answer the Criminal History Question and sign the Acknowledgement at the bottom of the page, read through the State Instructions for both the state in which you live, and the state in which you are applying for work.

State Instructions

CALIFORNIA: You should answer "No" with respect to any conviction for a marijuana offense if the conviction occurred more than two years prior to the date this application is completed. In addition, do not provide any information regarding a referral to and participation in any pre-trial or post-trial diversion program.

ILLINOIS: You are not required to disclose sealed or expunged records of conviction or arrest, including those relating to juvenile records.

MINNESOTA AND SEATTLE, WASHINGTON: You are not required to answer this question at this time.

OHIO: You may answer "No" with respect to a minor misdemeanor violation in regard to marijuana.

WASHINGTON (OUTSIDE SEATTLE): Answer "Yes" only if the conviction or release from imprisonment was within the last ten (10) years, or related to the functions of the position for which you are applying.

WISCONSIN: A conviction will not necessarily disqualify you from employment. It will be considered only as it may relate to the job you are seeking and/or under other circumstances permitted by federal, state and local law.

Criminal History Question

Using the "State Instructions" on the prior section, please answer the following question. Note that a conviction will not necessarily disqualify you from employment.

Please note "conviction" or "convicted" shall include any judgment of conviction by the court, and any case where you entered a plea of "guilty," "no contest," "nolo contendere," or any plea where you acknowledge there was sufficient evidence to find you guilty of the offense.

Have you ever been convicted of a felony, which has not been expunged or sealed by a court or otherwise statutorily eradicated?

Yes No

Have you ever been convicted of any criminal offense for a crime of dishonesty, which has not been expunged or sealed by a court or otherwise statutorily eradicated? Examples of such crimes include but are not limited to: fraud, embezzlement, forgery, passing bad checks, and theft.

Yes No

Have you ever been convicted of any criminal offense for a personal injury crime which has not been expunged or sealed by a court or otherwise statutorily eradicated? Examples of such crimes include but are not limited to: assault, battery, domestic violence, false imprisonment, abuse, and neglect.

Yes No

If you checked "Yes," please explain on the back (or on another piece of paper if necessary). A criminal conviction will not necessarily be a barrier to employment. To help us evaluate your application, please give the date and nature of the offense and your subsequent rehabilitation.

I have read and understand the Applicant's Acknowledgment and Authorization. Unless expressly noted above, I hereby give consent to any and all prior employers of mine to provide information with regard to my employment with prior employers to the Company.

Applicant's signature	Applicant's printed name	Today's date
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CALIFORNIA APPLICANTS ONLY: I understand the Company may obtain, without using the services of a third party investigative consumer reporting agency, public records pertaining to my character, general reputation, personal characteristics or mode of living during its evaluation of my application for employment and, if employed, during my employment.

By checking this box, I waive my right to receive copies of public records obtained by the Company.

MARYLAND APPLICANTS ONLY: UNDER MARYLAND LAW, AN EMPLOYER MAY NOT REQUIRE OR DEMAND, AS A CONDITION OF EMPLOYMENT, PROSPECTIVE EMPLOYMENT OR CONTINUED EMPLOYMENT, THAT AN INDIVIDUAL SUBMIT TO OR TAKE A LIE DETECTOR OR SIMILAR TEST. AN EMPLOYER WHO VIOLATES THIS LAW IS GUILTY OF A MISDEMEANOR AND SUBJECT TO A FINE NOT EXCEEDING \$100.

Date _____ Applicant's signature: _____