Application for Employment

It is our policy to comply with all applicable state and federal laws prohibiting discrimination in employment on race, age, color, sex, religion, national origin, or other protected classification.

Name: _____ Date: _____
      Last   First   Middle

Address: _____
      Street   City   State   Zip Code

Telephone: _____

Are you over the age of 18 years old? Yes ☐ No ☐

Are you a U.S. citizen or otherwise authorized to work in the U.S. on an unrestricted basis? Yes ☐ No ☐

How did you learn about this opening? _____

_____

Have you ever worked here before? Yes ☐ No ☐

Are there any hours, shifts, or days you cannot or will not work? _____

_____

Shift preferred: Part-time _____ Full-time: _____

Are you willing to work overtime as required? Yes ☐ No ☐

Have you ever been charged with a felony? Yes ☐ No ☐

(Conviction will not necessarily disqualify an applicant for employment.) If yes, describe conditions:

_____

_____

Education:

School/Colleges Attended: Years: _____ Year Grad: _____ Degree/Cert:

_____

_____

_____

_____

Employment/Work Experience:

Start with your present or most recent position. Include military service assignments and volunteer activities. Exclude organization names that indicate race, color, religion, sex, or national origin.

Employer: _____

Job title: _____ Supervisor: _____

Street address: _____ City/State/Zip: _____

Describe Duties/Responsibilities/Accomplishments:

_____

_____

Reason for leaving: _____

Dates of Employment (Month/Year): From: _____ To: _____

Employer: _____

Job title: _____ Supervisor: _____

Street address: _____ City/State/Zip: _____

Describe Duties/Responsibilities/Accomplishments:

_____

_____

Reason for leaving: _____

Dates of Employment (Month/Year): From: _____ To: _____

Employer: _____

Job title: _____ Supervisor: _____

Street address: _____ City/State/Zip: _____

Describe Duties/Responsibilities/Accomplishments:

_____

_____

Reason for leaving: _____

Dates of Employment (Month/Year): From: _____ To: _____

Personal References:

Name: _____ Relationship: _____

Street Address: _____ City/State/Zip: _____

How Long: _____ Phone: _____

· ·

Name: _____ Relationship: _____

Street Address: _____ City/State/Zip: _____

How Long: _____ Phone: _____

Special Skills:

Describe any special skills or qualifications for this work:

_____

_____

I CERTIFY that the above answers are true and complete to the best of my knowledge. I understand that this application is not, and is not intended to be, any kind of contract or agreement. In the event of employment, I understand that any false or misleading information given in my application, correspondence, discussions, or interview may result in immediate termination. I understand also, that I am required to abide by all rules, regulations, and policies of **GOLDEN GATE MANOR.**

Signature: _____ Date: _____

OFFICE USE ONLY

Arrange Interview: ☐ Yes ☐ No   Date: _____

Remarks:

_____

_____

_____

Approved By: ☐ Yes ☐ No   Date: _____

By: _____

EMPLOYER APPLICATION CONSENT RELEASE:

Background Check

I hereby certify that the facts set forth in the completed employment application are true and complete to the best of my knowledge. I understand that if employed, falsified statements on this application may result in dismissal. I release and hold harmless any person, firm, or entity that discloses matters in accordance with this authorization, as well as from liability that might otherwise result from the request for use of and/or disclosure of any or all of the foregoing information. You are hereby authorized to make any investigation of my personal history, academic/professional credentials, military service records, criminal, driving, financial and credit record through any investigative or credit bureaus of your choice.

Section 604 "(b) of FCRA Provides Conditions for Furnishing and Using Consumer Reports for Employment Purposes.

Print Name: _____
               First   Middle   Last

Social Security #: _____ - _____ - _____

Date of Birth: _____ / _____ / _____

Driver License #: _____ - _____ - _____

Current Address: _____
           Street   City   State   Zip

Current County of Residence: _____

Previous Address: _____
           Street   City   State   Zip

List All States That You Have Resided In:

_____   _____   _____   _____

_____   _____
          SIGNATURE   **DATE**

The EEOC states for the purpose of pre-employment inquiries, under the Age Discrimination in Employment act of 1967, section 1625.6, "A request on the part of an employer for information such as 'DATE OF BIRTH" or "STATE AGE" on an employment application form is not, in itself, a violation of the act.

APPLICANT AVAILABILITY SCHEDULE**(PRE-EMPLOYMENT)**

Company: _____

Employee Name: _____   Position: _____

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY

The company will honor the schedule above to the best of its ability. Scheduling may change due to the change in customer needs as well as the needs of the company. Please be aware that this schedule may be subject to change.

_____   _____
Employee Signature   Date

_____   _____
Supervisor's Name   Supervisor's Signature

A copy of this needs to be put in the employee file