

APPLICATION FOR EMPLOYMENT
VINECROFT RETIREMENT COMMUNITY

PERSONAL INFORMATION

DATE: _____

Name: _____ SS #: _____

Address: _____

Telephone #: _____ Are you 18 years or older? Yes No

Have you been convicted of a felony or misdemeanor? Yes No

If yes, describe: _____

(You will not be denied employment solely because of a conviction record unless the offense is related to the job for which you are applying.)

Education	Name and Location of School	Years Attended	Graduated
Grammar School			
High School			
College			
Trade/Technical School			
Other			

List degrees and areas of study: _____

EMPLOYMENT INFORMATION

Position desired: _____

Date available: _____ Salary/Wage Required: _____

Are you currently employed? Yes No If so, where? _____

May we inquire of your present employer? Yes No

List Below Your Last Four Employers

Dates Employed	Name/Address of Employer	Position	Salary	Reason for Leaving

List Below Three People Not Related to You Who Could Give a Personal Reference

Name	Address	Work Phone	Home Phone

PHYSICAL INFORMATION (Check One)

- I can perform the essential duties and responsibilities of this position. The physical demands of the position as outlined in the position description do not present a problem for me.
- I can perform the essential duties and responsibilities of this position. I may need accommodation to adequately perform the physical demands of the job.

In case of emergency, notify:

Name: _____ Telephone #: _____

Address: _____

Relationship: _____

I certify that the facts contained in this application are true and complete to the best of my knowledge. I understand that, if employed, falsified statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained herein and the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing same to you.

I understand and agree that, if hired, I will abide by the employment rules of Vinecroft Retirement Community, and my employment is for no definite period and, regardless of the date of payment of my wages and salary, I may be terminated at any time without prior notice. Employment will be at will. Furthermore, I understand that this application will be retained on file by Vinecroft for 6 months from the date below, and if I continue to be interested in employment at Vinecroft, it is my responsibility to complete a new application prior to the expiration of this one. This application is not a contract.

Date: _____ Applicant's Signature: _____

This form has been designed to comply with State and Federal Fair Employment Practice laws prohibiting employment discrimination.

Do Not Write Below This Line



Interviewed by: _____ Date: _____

Comments: _____

Hired Yes No

Position: _____

Department: _____

Salary/Wage: _____

Date Reporting to Work: _____

Approved: _____

Housing and Services Manager