



EMPLOYMENT APPLICATION

Please fill out the entire application.

EMPLOYER INFORMATION

At The Margaret Home we are an Equal Opportunity Employer. Applicants for all job openings are welcome and will be considered without regard to race, color, religion, national origin, sex, age, sexual orientation, physical or mental disability, or any other basis protected by state, federal or local law. It is the intent of the The Margaret Home to comply with all applicable federal, state and local legislation concerning equal opportunity in employment. All employment decisions at The Margaret Home are decided on the basis of qualifications, merit, and the unique needs of our business and the position.

APPLICANT INFORMATION

Applicant Name: _____

Address: _____

City, State, and Zip Code: _____

Telephone: _____ Alternate phone: _____

Email Address: _____

Date of Application: _____

EMERGENCY CONTACT

Contact Name: _____

Relationship to you: _____

Address: _____

City, State, and Zip Code: _____

Telephone: _____ Alternate phone: _____

Notice To All Applicants: The Margaret Home enforces policies and practices to prevent abuse. Allegations or suspicions of abuse are taken very seriously at The Margaret Home and will be reported to the authorities for investigation. We have abuse reporting procedures, there are unscheduled visits from supervisors, we have an open-door policy for residents and we have a code of conduct for staff. We screen carefully to prevent abusers from being hired and we provide child abuse prevention training to staff.

EMPLOYMENT POSITION

Employment Position Applied For: _____
_____ Full time _____ Part time

When can you begin work if you are hired? _____
Wages or Salary Desired: \$ _____ per _____

Did anyone refer you to our company? If yes, who: _____
Have you applied to any position at our company previously? _____ Yes _____ No

If yes, when did you apply: _____

If yes, what position did you apply for: _____

Do you have any friends or family working at our company? _____ Yes _____ No
If yes, name: _____

How did you hear about this position? _____

WORK ELIGIBILITY

Are you at least 18 years old? _____ Yes _____ No

If offered employment, can you provide proof that you are legally eligible to work in the United States?
_____ Yes _____ No

How you will travel to work: _____

Driver's License (State/Number): _____

Are you able to perform the essential functions of the job position with or without reasonable accommodation? _____ Yes _____ No

Are you willing to work any shift, including nights and weekends? _____ Yes _____ No

If no, please state any limitations: _____

If applicable, are you available to work overtime? _____ Yes _____ No

EDUCATION AND TRAINING

Please list schools attended. Include any other pertinent information about your education and training.

High School: _____

Address: _____

From: _____ To: _____ Did you graduate? _____ Yes _____ No

Subjects studied: _____

College or University: _____
Address: _____
From: _____ To: _____ Did you graduate? ____ Yes ____ No
Degree received: _____

Other Schools or Training: _____
Address: _____
From: _____ To: _____ Did you graduate? ____ Yes ____ No
Degree received: _____

Do you have any professional licenses, qualifications, or certifications?

Any special achievements or awards?

EMPLOYMENT HISTORY

Please list all jobs you've had. Begin with the current or most recent employment. For gaps in employment, please include explanation. Continue on an extra sheet of paper if necessary.

Name of Employer: _____
Address: _____
From: _____ To: _____ Position: _____

Key Duties: _____
Reason for Leaving: _____
Supervisor Name: _____ Supervisor Phone: _____

Name of Employer: _____
Address: _____
From: _____ To: _____ Position: _____
Key Duties: _____
Reason for Leaving: _____
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Name of Employer: _____
Address: _____
From: _____ To: _____ Position: _____
Key Duties: _____
Reason for Leaving: _____
Supervisor Name: _____ Supervisor Phone: _____

U.S. Military Services Experience? ____ Yes ____ No

If yes, Branch: _____

Years of Service: From: _____ To: _____

Specialized skills or training: _____

APPLICANT'S SKILLS

Can you name some of your skills? How would you evaluate your own skills and abilities?

Skill: _____

Level: _____ Low _____ Medium _____ High

Skill: _____

Level: _____ Low _____ Medium _____ High

Skill: _____

Level: _____ Low _____ Medium _____ High

Language: _____

Level: _____ Fluent _____ Good _____ Fair

Language: _____

Level: _____ Fluent _____ Good _____ Fair

Any other skills: _____

REFERENCES

Name: _____

Relationship: _____

Address: _____

City, State, and Zip Code: _____

Telephone: _____

Name: _____

Relationship: _____

Address: _____

City, State, and Zip Code: _____

Telephone: _____

PRE-EMPLOYMENT CERTIFICATION

I understand that this application is only valid for the position applied for at present and that The Margaret Home is not obligated to retain or consider this application for future openings.

Initial

I authorize investigation of all statements contained in this application. I understand that falsification, misrepresentation or omission of facts called for will result in immediate termination from employment or removal of my application from consideration. I authorize The Margaret Home to secure information about my experience with former employers, education institutions and agencies, and for those parties to provide information concerning my experience releasing all parties from any liability arising therefrom.

Initial

If employed by The Margaret Home I will abide by organization's policies and rules. I understand that I will be required to possess a current and valid driver's license if my position requires me to drive in the course of my work.

Initial

If I am offered employment, I understand that the offer is conditional until I have satisfied all of the required background checks that may or may not include criminal record check, child abuse check, vehicle records check, and background investigation.

Initial

I agree to submit to legally permissible drug and/or alcohol testing upon request by The Margaret Home. I recognize that the results of these tests may be used to determine my employment or continued employment. I understand and expressly agree that if employed by The Margaret Home, storage areas provided for me (locker, desk, etc.) are open to investigation by The Margaret Home without prior notice to me.

Initial

If I am employed by The Margaret Home I understand my employment can be terminated, with or without cause and with or without notice, at any time at the option of The Margaret Home or myself. I further expressly agree that, with respect to the at-will employment relationship, this constitutes the full, complete and final expression of the parties' intent concerning the nature of any employment relationship between myself and The Margaret Home.

Initial

I certify that all statements given on this application are true and complete to the best of my knowledge. I understand that any statements found to be false or misleading give sufficient reason not to hire me, or if hired, can be grounds for immediate termination. I authorize The Margaret Home to conduct any investigation deemed appropriate concerning my application.

I authorize former employers, references, and all other individuals and organizations disclosed herein to provide any information sought in connection with this application.

The employment is at will, meaning that the employment is subject to termination at any time, with or without cause or notice, and at any time. I acknowledge that no written or oral representations nor representations about the employment can alter the at will employment status, except those which are executed by representatives at The Margaret Home with the express authority to do so.

I HAVE CAREFULLY READ THE ABOVE CERTIFICATION AND I UNDERSTAND AND AGREE TO ITS TERMS.

APPLICANT SIGNATURE _____ DATE _____