



## Application for Employment

Elderwood of Hinckley is an Equal Employment Opportunity Employer dedicated to a policy of nondiscrimination in employment upon any basis, including race, color, creed, religion, national origin, gender, or marital status with regard to public assistance, military status, membership or activity in a local commission, the presence of any non-job-related disability or job-related disability which can reasonably be accommodated, or age.

Date of Application: \_\_\_\_\_ Position(s) applied for \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone Number – Home: \_\_\_\_\_ Cell: \_\_\_\_\_

E-mail: \_\_\_\_\_

Have you ever filed an application with us before? \_\_\_\_\_ Yes \_\_\_\_\_ No

Do you currently have any family member or relative working for Elderwood of Hinckley? \_\_\_\_\_ Yes \_\_\_\_\_ No

If so, who is that employee? \_\_\_\_\_

Are you currently employed? \_\_\_\_\_ Yes \_\_\_\_\_ No

If so, where: \_\_\_\_\_

May we contact your present employer? \_\_\_\_\_ Yes \_\_\_\_\_ No

List name and phone number of employment references: \_\_\_\_\_

On what date would you be available for work? \_\_\_\_\_

Are you available to work: \_\_\_ Full Time \_\_\_ Part Time \_\_\_ Casual on-call

What is your desired shift: \_\_\_ Days \_\_\_ Evenings \_\_\_ Nights

### **Education:**

High School: \_\_\_\_\_

Undergraduate: AA BA/BS

Graduate/Professional: MA/MS Other

School/College/University Name and Location:

Describe any licenses or specialized training/apprenticeship you've completed:

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**Employment History:**

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations, which indicate race, color, religion, gender national origin, handicap or other protective status.

1) Dates employed: From: \_\_\_\_\_ To: \_\_\_\_\_  
Work Performed or Title: \_\_\_\_\_  
Employer \_\_\_\_\_  
Address \_\_\_\_\_  
Hourly Rate/Salary: Starting: \_\_\_\_\_ Ending: \_\_\_\_\_  
Telephone Number(s) \_\_\_\_\_  
Supervisor \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

2) Dates employed: From: \_\_\_\_\_ To: \_\_\_\_\_  
Work Performed or Title: \_\_\_\_\_  
Employer \_\_\_\_\_  
Address \_\_\_\_\_  
Hourly Rate/Salary: Starting: \_\_\_\_\_ Ending: \_\_\_\_\_  
Telephone Number(s) \_\_\_\_\_  
Supervisor \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

3) Dates employed: From: \_\_\_\_\_ To: \_\_\_\_\_  
Work Performed or Title: \_\_\_\_\_  
Employer \_\_\_\_\_  
Address \_\_\_\_\_  
Hourly Rate/Salary: Starting: \_\_\_\_\_ Ending: \_\_\_\_\_  
Telephone Number(s) \_\_\_\_\_  
Supervisor \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

4) Dates employed: From: \_\_\_\_\_ To: \_\_\_\_\_

Work Performed or Title: \_\_\_\_\_

Employer \_\_\_\_\_

Address \_\_\_\_\_

Hourly Rate/Salary: Starting: \_\_\_\_\_ Ending: \_\_\_\_\_

Telephone Number(s) \_\_\_\_\_

Supervisor \_\_\_\_\_

Reason for leaving \_\_\_\_\_

*If you need additional space, please continue on a separate sheet of paper.*

**References:**

Character references: give name, address and telephone number of three references that are not related to you and are not previous employers.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Office use only:**

<b><u>Application status</u></b>			
Date received:		Date reviewed:	

<b><u>If applicable – Interview process:</u></b>			
Date of contact:		Contacted via:	
Give essential requirements of position:		Gave via:	

<b><u>If able to meet requirements then proceed to the following:</u></b>			
Accepted/Declined interview date:		S/U Date & time for interview:	

<b><u>If applicable – Position offer/decline process:</u></b>			
Offered/not offered:		Date of contact:	

<b><u>If applicable – Position acceptance:</u></b>			
Accepted/Declined:		Date of status:	