

John Knox Village East & Meyer Care Center

EMPLOYMENT APPLICATION

To Applicant: John Knox Village East & Meyer Care Center is an equal opportunity employer and makes all employment decisions without regard to race, color, national origin, religion, sex, age, disability or status as a disabled veteran or veteran of the Vietnam era. We deeply appreciate your interest in our organization and assure you that we are sincerely interested in your qualifications. A clear understanding of your background and work history will aid us in placing you in the position that best meets your qualifications.

PERSONAL INFORMATION

PLEASE PRINT ALL INFORMATION:

Date: _____

Name _____
Last First Middle Initial

Telephone#: _____ Email _____

Present Address:

Street Apt. City State Zip Code

Previous Address:

Street Apt. City State Zip Code

How long have you lived at present address? _____ How long at previous address? _____

Are you at least 18 years old? _____ Are you legally eligible for employment in the USA? _____

Position(s) you are applying for: _____

Rate of pay expected per hour \$ _____

Work Status needed (circle your preference): FULL-TIME PART TIME PRN

Preferred shift (circle all that apply): DAY EVENINGS NIGHT WEEKENDS

Have you ever been employed by John Knox Village East & Meyer Care Center? _____

If yes, what give date(s) and position(s) ? _____

Do you have any friends or relatives working for John Knox Village East & Meyer Care Center?

How did you learn of this position? _____

Have you ever been bonded: _____ If yes, for what job (s)? _____

Are you excluded from participation in Federal Health Care Programs? _____

If yes, please explain: _____

On what date would you be available to begin work? _____

EMPLOYMENT RECORD

List below present and past employment, beginning with your most recent. Please complete all information in full even when submitting a resume.

1. Company Name: _____
Address: _____ Phone number: _____
Supervisor Name: _____
Position Held: _____
Start Date: _____ End Date: _____ Salary: _____
Reason for leaving: _____

2. Company Name: _____
Address: _____ Phone number: _____
Supervisor Name: _____
Position Held: _____
Start Date: _____ End Date: _____ Salary: _____
Reason for leaving: _____

3. Company Name: _____
Address: _____ Phone number: _____
Supervisor Name: _____
Position Held: _____
Start Date: _____ End Date: _____ Salary: _____
Reason for leaving: _____

4. Company Name: _____
Address: _____ Phone number: _____
Supervisor Name: _____
Position Held: _____
Start Date: _____ End Date: _____ Salary: _____
Reason for leaving: _____

May we contact your former employers? _____

If not, which employers do you not want us to contact? _____

Why would you like to work at John Knox Village East & Meyer Care Center? _____

EDUCATION RECORD

High School:

Name: _____ State: _____ Did you graduate? _____

Name: _____ State: _____ Did you graduate? _____

GED:

Where: _____ State: _____

College:

1. Name: _____ State: _____ How Long? _____

Course of Study: _____ Degree: _____

2. Name: _____ State: _____ How Long? _____

Course of Study: _____ Degree: _____

3. Other: _____ How Long? _____

Course of Study: _____ Degree/Diploma _____

Certifications or Licensures (Please be specific):

List any other experiences, skills, hobbies or qualifications that may benefit our organization:

MILITARY SERVICE RECORD

Were you in the US Armed Forces? _____ If so, what branch? _____

Dates of duty: From _____ to _____ Rank at Discharge: _____

List duties in the service: _____

PROFESSIONAL REFERENCES

NO RELATIVES PLEASE.

Name: _____ Occupation: _____ Address: _____ _____ Phone #: _____	Name: _____ Occupation: _____ Address: _____ _____ Phone #: _____
Name: _____ Occupation: _____ Address: _____ _____ Phone #: _____	Name: _____ Occupation: _____ Address: _____ _____ Phone #: _____

Please read and sign below:

I understand that nothing contained in this application or in the interview process is intended to create an employment contract between me and John Knox Village East & Meyer Care Center. If I am employed by John Knox Village East & Meyer Care Center, I will be an employee-at-will. This means that both John Knox Village East & Meyer Care Center and I have the right to terminate my employment at any time, for any reason, with or without cause. I also acknowledge that upon receiving an offer of employment, I will be required to successfully complete all pre-employment requirements such as a physical, PPD skin test, drug screen, background check, OIG and references.

The facts set forth in my application for employment are true and complete. I understand that if employed, false statements on this application shall be considered sufficient cause for dismissal. You are hereby authorized to make any investigation of my personal history and financial and credit record through any investigative or credit agencies or bureaus of your choice. In making this application for employment I authorize you to make an investigative consumer report whereby information is obtained through personal interviews with my neighbors, friends or others with whom I am acquainted. This inquiry, if made, may include information as to my character, general reputation, personal characteristics and mode of living. I understand that I have the right to make a written request within a reasonable period of time to receive additional, detailed information about the nature and scope of any such investigative report that is made.

Signature _____

Date: _____

AUTHORIZATION TO RELEASE INFORMATION

I authorize John Knox East & Meyer Care Center to make a complete investigation of me, including but not limited to: my past employment history, medical history, scholastic records, criminal records, abuse records, motor vehicle driving records, workers' compensation history and to rely on such information sources. I authorize all persons and organizations to release any information concerning my background and hereby release all persons and organizations from liability for any damage whatsoever for issuing this information. I acknowledge that a telephone facsimile (FAX) or photographic copy shall be as valid as the original.

By signing below, I certify that I have not been convicted of an offense that would preclude working in a nursing facility. I also certify that I am not excluded from participation in federal health care programs. Furthermore, I understand that I will be subject to a search of the OIG List of Excluded Individuals, and that a comprehensive criminal background screening will be completed.

I understand that the use of illegal drugs is prohibited during employment. If employment policy requires, I am willing to submit to drug testing to detect the use of illegal drugs prior to and/or during employment.

I understand that this employment application and any other employee-related documents are not contracts of employment, and that any individual who is hired may voluntarily leave employment upon proper notice, and may be terminated by the employer at any time for any reason. I understand that any oral or written statements to the contrary are hereby expressly disavowed and should not be relied upon by any prospective or existing employee.

The following information is required by law enforcement agencies and other entities for positive identification purposes when checking public records. It is confidential and will not be used for any other purposes. I hereby release the employer and agents and all persons, agencies, and entities providing information or reports about me from any and all liability arising out of the request for or release of any of the above mentioned information or reports.

Please print your full name: _____

Please print other/maiden names you have used: _____

Social Security Number: _____

Date of Birth: _____

APPLICANT SIGNATURE: _____

DATE: _____

John Knox Village East & Meyer Care Center is an Equal Opportunity Employer.

John Knox Village East & Meyer Care Center

Post-Offer, Pre-employment Drug Testing Consent Form

George J. & Hilda Meyer Foundation, Inc. DBA John Knox Village East & Meyer Care Center acknowledges the problem of substance abuse (including alcohol) in our society. Furthermore, we see substance abuse as a serious threat to the safety of our employee, other individuals doing business with the community, and our guests. It also adversely affects the service and dependability that our residents expect and general levels of job performance. We are addressing this problem by introducing a substance abuse policy to ensure the community will have a drug-free work force.

While the community understands employees and applicants under a physician's care are required to use prescription and non-prescription drugs, abuse of such medications will be dealt with in the same manner as the abuse of drugs.

As a condition of employment, all applicants at this community must agree to sign a statement indicating that they will adhere to George J. & Hilda Meyer Foundation, Inc. DBA John Knox Village East & Meyer Care Center's Drug-Free Work Place Program.

All offers of job employment will be conditioned on the applicants taking and passing a screening test for evidence of improper drug use.

Applicants will be required to voluntarily submit to a post-offer, pre-employment drug test at a laboratory chosen by the community, and by signing a consent agreement agree to release the community from liability. The community may use a refusal to submit to a drug test or a positive confirmed drug test as a basis for refusing to hire a job applicant.

Any job applicant who received a positive confirmed drug test result may contest or explain the results to the community within five working days after notification of the positive test results. If a job applicant's explanation or challenge is unsatisfactory to the community, the person may contest the drug test pursuant to the rules adopted by the State Department of Labor and Employment Security, 38F-9.009 F.A.C. If an explanation or challenge is accepted as satisfactory, the community reserves the right to test without giving advance notice for a period of two years.

I _____, consent to post-offer, pre-employment drug testing per the communities policy and release George J. & Hilda Meyer Foundation, Inc. DBA John Knox Village East & Meyer Care Center from liability.

Signature

Date