

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: _____

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: _____

Reason for leaving: _____

2. Company Name: _____

Address: _____ Phone number: _____

Supervisor Name: _____

Position Held: _____

Start Date: _____ End Date: _____

Reason for leaving: _____

3. Company Name: _____

Address: _____ Phone number: _____

Supervisor Name: _____

Position Held: _____

Start Date: _____ End Date: _____

Reason for leaving: _____

4. Company Name: _____

Address: _____ Phone number: _____

Supervisor Name: _____

Position Held: _____

Start Date: _____ End Date: _____

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: _____

***Based on the Missouri Clean Indoor Air Law, John Knox Village East & Meyer Care Center provides a smoke free environment indoors and on the acreage in which the community owns and operates.**