

APPLICANTS WITH FELONY CONVICTIONS OR DRUG CONVICTIONS

OF ANY KIND ARE NOT ELIGIBLE FOR HIRE

APPLICATION FOR EMPLOYMENT

Ashley Manor LLC P.O. Box 1176 Meridian, Idaho 83680-1176 (208) 376-7298 www.ashleycares.com

Today's Date _____

Use Ink to complete all blanks

PERSONAL INFORMATION

Name (please print) _____

Last Name

First Name

Middle

Social Security #

Mailing address _____

Street

City

State

Zip

()

Phone #

POSITION YOU ARE INTERESTED IN APPLYING FOR: _____

Have you ever worked for our company or any of your job references under a different name? yes no If yes, list

Referred by Newspaper / Advertisement

Individual _____

Employment Agency

Other _____

Birthdate if under age 18 _____

Languages applicant reads, speaks, or writes fluently _____

PERSONS TO BE NOTIFIED IN CASE OF ACCIDENT OR EMERGENCY

Name _____

Address

()

phone (home)

()

phone (work)

Name _____

Address

()

phone (home)

()

phone (work)

Are you employed now? yes no

If hired, do you have a reliable means of transportation? yes no

Do you have problems lifting 25 pounds? yes no

If yes, please explain why? _____

Are you applying for F/T P/T Temporary

What shift(s) will you work? Days Evenings Nights

Date available to start work _____

Hours Available	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	Total Hours
From								
To								

LIST MOST RECENT WORK

Dates	Name & Phone Number of Employer	Rate of Pay	Supervisors Name & Title	Reason for Leaving
From	To			
	()			
	()			
	()			
List Job titles, duties you have performed				

EDUCATION

High School (Name and City/State)	Grade Completed	Graduated?
	9 10 11 12	___ Diploma ___ GED ___ No
College or Specialized Training (City / State)	Major	Degree
()		___ Diploma ___ Certificate ___ License
Medication, 1st Aid, CPR, Fire Safety?	Date Received?	Expiration Date?
HIV/AIDS, Fundamentals of Caregiving		

CONVICTION RECORD

Have you ever been convicted of or pleaded <i>nolo contendere</i> to a misdemeanor or felony or had a judgment withheld? ___yes ___no If yes, describe
<i>Note: A conviction record may, but will not necessarily, be a bar to employment.</i>

OTHER SPECIAL SKILLS, QUALIFICATIONS,
List other specific skills you have to offer for this job opening

AUTHORIZATION TO WORK STATEMENT

If hired, federal law requires that you furnish documentation showing your identity and that you are legally authorized to work in the United States. You'll need to bring with you your drivers license and your Original Social Security Number card or Original Birth Certificate. If you do not have any of these, you will need to talk to the manager or person doing the hiring to see what can be used as a substitute.

TERMS OF EMPLOYMENT

I UNDERSTAND THAT NO EMPLOYMENT CONTRACT IS INTENDED OR CREATED BY STATEMENTS MADE DURING THE HIRING PROCESS. IT IS UNDERSTOOD THAT EITHER EMPLOYER OR EMPLOYEE MAY TERMINATE THIS EMPLOYMENT RELATIONSHIP AT ANY TIME WITH OR WITHOUT REASON.

I CERTIFY THAT THE INFORMATION CONTAINED IN THIS APPLICATION AND RELATED DOCUMENTS IS CORRECT TO THE BEST OF MY KNOWLEDGE AND UNDERSTAND THAT ANY FALSIFICATION, MISREPRESENTATION OR OMISSION ON THIS APPLICATION IS GROUNDS FOR REFUSAL TO HIRE, OR IF HIRED, DISMISSAL. TO DETERMINE MY QUALIFICATIONS, I AUTHORIZE THE COMPANY TO CONDUCT AN INVESTIGATION OF MY APPLICATION, AND I RELEASE AND HOLD THE COMPANY HARMLESS FROM ANY LIABILITY FOR CONDUCTING THE INVESTIGATION. I AUTHORIZE ALL MY FORMER EMPLOYERS, EDUCATIONAL INSTITUTIONS, AND OTHER THIRD PARTIES TO RELEASE ALL INFORMATION ABOUT ME TO THE COMPANY, AND I RELEASE AND HOLD THEM HARMLESS FROM ANY LIABILITY FOR PROVIDING SUCH INFORMATION.

I UNDERSTAND THAT I AM RESPONSIBLE FOR PAYING ANY AND ALL FEES FOR C.P.R., MEDICATION CERTIFICATION, BACKGROUND CHECK, FINGERPRINTING, FIRST AID CERTIFICATION, AND FIRE SAFETY CERTIFICATION. IF ASHLEY MANOR LLC ADVANCES PAYMENT FOR THESE REQUIREMENTS, I AGREE TO HAVE THE FEES FOR THESE REQUIREMENTS DEDUCTED FROM MY FIRST PAYCHECK.

I UNDERSTAND THAT WHILE I AM EMPLOYED BY ASHLEY MANOR OR UPON TERMINATION, I WILL NOT OFFER ANY ASHLEY MANOR RESIDENT PRIVATE CARE FOR NINETY (90) DAYS FOLLOWING MY TERMINATION DATE. A BREACH OF THIS POLICY MAKES ME LEGALLY LIABLE FOR RESTITUTION TO ASHLEY MANOR LLC

_____ Date _____ Signature

ADMINISTRATIVE USE ONLY

Interviewed by: _____

Date: _____

Interviewed by: _____

Date: _____

Recommended to hire by: _____

Date: _____

**A MINIMUM OF 2 REFERENCE CHECKS MUST BE COMPLETED
BEFORE THE APPLICANT IS HIRED**

VERIFICATION OF EMPLOYMENT: Please fax back to: _____

APPLICANT COMPLETE THIS SECTION

Name of past employer: _____

Address _____ City _____ State _____ Zip _____

Applicant's name _____ has applied for employment with Ashley Manor, LLC and has listed you as an employment reference.

Authorization:

I hereby authorize and request a release of information involving my past work history and that the employer may answer any and all questions about myself below.

Signature/Date

PREVIOUS EMPLOYER COMPLETE THIS SECTION

Dates of employment _____ to _____ Position: _____

Reason for leaving: Resigned Terminated Other

Eligibility for rehire: _____

Dependability: _____

Quality of work: _____

Strengths/Weaknesses: _____

Additional comments:

Information supplied by: _____

Title: _____ Date: _____

ADMINISTRATIVE USE ONLY

Additional Notes: