

MAIN STREET TERRACE CARE CENTER
EMPLOYMENT APPLICATION

All applicants are considered without regard to their color, race, creed, religion, sex, pregnancy, age, national origin, ancestry, marital status, veteran status, military status, disability, family medical history, genetic information, or any other classification protected by federal, state and local law and ordinances. Disabilities and religious practices will be reasonably accommodated unless doing so would cause the company an undue hardship.

Please print clearly or type

GENERAL INFORMATION

First Name	Middle Initial	Last Name	Social Security Number
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Street Address	City	State	ZIP	Are you 18 yrs. of Age or Older?
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Home Phone Number	Mobile Phone Number	Date of Birth
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Other names by which you are known, or have been known: _____

Were you previously employed by Main Street (if yes, give dates and location)? _____

Position(s) desired: _____

Are you legally authorized to work in the United States? Yes No

Do you have reliable transportation to work? Yes No

Can you work on evenings and on weekends? Yes No

Can you work overtime? Yes No

What is your availability? Full Time Part-time

How were you referred to Main Street? Agency Internet Employee Other

If a particular person referred you to Main Street, who was it? _____

Do you have any relatives employed at Main Street? Yes No

Who? _____

Can you perform all of the essential functions of the job(s) for which you are applying?
with or without a reasonable accommodation? Yes No

During the past 7 years, have you ever been convicted of, pled no contest to, or pled guilty to a Felony or crime of dishonesty? * Yes No

*A conviction record will not necessarily be a bar to employment. Factors such as age and time of Offense, seriousness and nature of violations, and rehabilitation will be taken into account. Further, Any applicant for employment with a sealed or expunged record may answer "no" to this question.

If your answer to the last question was "yes," describe in full (use reverse side of this page if you need)

More space: _____

Are you currently using illegal drugs? Yes No

Have you served in the U.S. Military? Yes No

If you answer to the last question was "yes," list branches of military service: _____

EDUCATION

High School: _____

Years Completed: 1 2 3 4

College/ University: _____

Years Completed: 1 2 3 4

Major: _____

Degree Obtain: _____

Graduate School: _____

Years Completed: 1 2 3 4

Course of Study: _____

Degree Obtain: _____

Other School: _____

Years Completed: 1 2 3 4

Course of Study: _____

Degree Obtain: _____

Are you currently attending school? Yes No

If your answer to the last question was "yes," what courses are you currently taking? _____

SKILLS AND EXPERIENCE

Do you have any special experience, interest, or skills which qualify you for this job? _____

EMPLOYMENT HISTORY

Please fill in all information, starting with your most recent employer. Use the reverse side of this application if you need more space.

Company: _____ Address: _____

Telephone Number: _____ Type of Business: _____

Supervisor: _____ Start Date: _____ End Date: _____ Salary/Wage: _____

Reason for Leaving: _____

Company: _____ Address: _____

Telephone Number: _____ Type of Business: _____

Supervisor: _____ Start Date: _____ End Date: _____ Salary/Wage: _____

Reason for Leaving: _____

Company: _____ Address: _____

Telephone Number: _____ Type of Business: _____

Supervisor: _____ Start Date: _____ End Date: _____ Salary/Wage: _____

Reason for Leaving: _____

Explain any periods of unemployment not accounted for above: _____

How many days were you absent from work last year? _____

REFERENCES

List 3 professional or business references (not including relatives) who have known you for at least 5 years:

Name Telephone Number How do they know you?

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Name Telephone Number How do they know you?

Are you currently employed?

_____ Yes _____ No

May we contact your current employer?

_____ Yes _____ No

APPLICANT'S STATEMENT

I certify that all answers on this Employment Application are true and complete. I understand that any misrepresentation or omission on my application or related papers, or during interviews, may result in refusal of employment, and may be grounds for immediate dismissal if I am hired.

Main Street Terrace may investigate my history and background, and contact references, to verify my qualifications and to verify the information I have given in this application, in related papers, or during interviews. I permit Main Street Terrace to conduct such an investigation. I agree to release Main Street Terrace from liability, and also agree to release from liability all persons and companies who provide, or refuse to provide, information to Main Street Terrace relating to its investigation.

I understand and agree that if I am hired, my employment is at will and may be terminated at any time without prior notice and for any reason not contrary to law.

I understand that if I am extended a preliminary offer of employment, I may be required to submit to a drug test and medical examination, and I agree to do so. If I become employed by Main Street Terrace, I agree to undergo job-related medical examinations, including drug and alcohol testing, at any time when requested by Main Street Terrace. If I leave employment with Main Street Terrace for any reason, I authorize Main Street Terrace to furnish information about my employment to persons seeking employment references about me, and I release from liability Main Street Terrace and all persons and companies who receive such information.

I further understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 form.

I have read, understand and agree to the above.

Signature

Date Signed

AUTHORIZATION TO RELEASE INFORMATION

I, _____, having applied for employment with Main Street Terrace, and desiring that Main Street Terrace be informed fully of my background, authorize Main Street Terrace and its authorized agents to investigate all records which may be of interest to them. This authorization includes, but is not limited to, references I have provided, my criminal and other court records (whether privileged or not). This authorization is signed in consideration of my possible employment with Main Street Terrace.

By Signing below, I release from liability anyone who furnishes information about me to Main Street Terrace or its authorized agents. I understand that no information that is furnished to Main Street Terrace pursuant to this authorization will be used in violation of any federal or state equal opportunity law or other law regulation.

A photocopy of this release shall be considered as effecting and bid as the original

Signature

Print Full Name

List all of you addresses for the past 10 years (including county): _____

Social Security Number: _____

Driver's License Number: _____

Driver's License State of Issuance: _____

Driver's License County of Issuance: _____

Today's Date: _____

ACKNOWLEDGMENT REGARDING DRUG AND ALCOHOL TESTING

I understand that screening tests for alcohol and illegal drug use may be required if Main Street Terrace makes me preliminary offer of employment, and may also be required again during my employment if I am hired. I agree to submit to those tests. I also understand and agree that any offer of employment with be withdrawn if I change my mind and refuse to submit to a screening test for alcohol and illegal drug use.

Signature

Date Signed