



Application for Employment

Date _____

What position are you seeking? (Check one)

- CNA CMA RN/LPN
 Housekeeping Maintenance Other: _____

Please print legibly

Name _____
LAST FIRST MIDDLE

Address _____
STREET CITY STATE ZIP

Phone # () _____ **Alt. Phone #** () _____ **E-mail** _____

Are you over the age of 18? **Yes** **No** *If no, you may be required to provide authorization to work.*

Only U.S. citizens or aliens who have a legal right to work in the U.S. are eligible for employment. Can you, upon employment, provide genuine documentation establishing your identity & eligibility to be legally employed in the U.S.?

Yes **No**

Have you ever applied to Village Shalom before? **Yes** **No** *If yes, when?* _____

Have you ever been employed by Village Shalom? **Yes** **No** *If yes, when?* _____

Name you worked under _____

Date available for work _____ **Desired salary** \$ _____

Type of employment desired FT PT PRN

Shift(s) available to work Day Evening Night

Do you have any relatives currently employed by Village Shalom? **Yes** **No**

If yes, please indicate name & department _____

CNA License number _____ **State** _____ *Please attach a copy.*

Are you a CMA (Medication Aide)? **Yes** **No** **State** _____ *Please attach a copy.*

RN/LPN License number _____ **State** _____ *Please attach a copy.*

How did you learn about this position? Newspaper Ad (*circle source*) KC Star The Sun
 KC Nursing News Job News The Pitch Other (which?) _____ Friend Walk-in
 From a current employee (Who? _____) Other (What? _____)

Consistent attendance & punctuality are essential requirements of every job at Village Shalom. Is there anything that would interfere with your regular attendance & punctuality if you are offered a position?

Yes **No**

If yes, please explain _____

Have you ever pled guilty or no contest to or been convicted of a crime other than minor traffic violations?

Yes **No**

If yes, please explain (NOTE: "Will discuss" or similar comments are not acceptable) _____

Some convictions will, by Kansas law, bar you from working in an adult care home. Some convictions will not necessarily be a bar to employment. Factors such as age at the time of the offense, the seriousness and nature of the offense and length of time since the offense will be taken into account.

Employment History

Please provide the following information on your current/past employment, starting with the current or most recent. Please do not exclude any employment.

If any of your prior employment was under a different name, please indicate name(s) and which employer(s) _____

FROM	TO	EMPLOYER NAME/ADDRESS
TITLE(S)		PHONE NUMBER
SUPERVISOR/TITLE		SUMMARIZE JOB RESPONSIBILITIES
REASON FOR LEAVING		PAY RATE/SALARY START \$ PER FINAL \$ PER
MAY WE CONTACT FOR REFERENCE? YES NO LATER		

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Skills and Qualifications

Please summarize any training, skills, license and/or certificate that may qualify you as being able to perform job-related functions in the position for which you are applying.

Education

Name & Location	Years completed	Did you graduate?	Course of study
HIGH SCHOOL			
VOCATIONAL SCHOOL			
COLLEGE			
COLLEGE			
OTHER			

Professional References

Please provide the requested information for three (3) references, preferably colleagues or supervisors, to provide a reference. DO NOT list relatives.

Name	Relationship	Phone number/E-mail	Number of years known



TO ALL VILLAGE SHALOM APPLICANTS FOR EMPLOYMENT:

Village Shalom appreciates your interest in becoming an employee. Your qualifications will be given careful consideration. It is Village Shalom policy to make employment decisions without regard to an individual's race, creed, religion, gender, national origin, age, marital status, veteran status, disability or any other status or condition protected by applicable law. The exception would be the existence of a bona fide occupational qualification.

AGREEMENT

I agree and understand that Village Shalom will investigate my background and employment history to ascertain any and all information pertaining to my record, whether same is of record or not. I authorize the release of such information from previous employers and person named herein and I release Village Shalom and such entities or persons from all liability for any and all damages resulting from the obtaining, furnishing and release of such information.

I understand and agree that this application for employment does not obligate Village Shalom to employ me and that any interview granted may be at my expense.

Once a conditional offer of employment has been made, I agree to furnish any additional information and/or submit to oral, written or physical examination, including testing for the presence of controlled substances or alcohol and pre-employment processing as may be required.

Village Shalom is concerned with the health and safety of all its employees, as well as the safety of the general public. I understand that all positions within Village Shalom require drug and alcohol testing as a part of the selection and hiring process. I also understand that such drug and alcohol testing will consist of the taking of urine to detect the presence of controlled substances and alcohol in the body. I further understand that if a confirmed positive test result indicates the presence of controlled substances or alcohol in my body, I will be disqualified from further hiring consideration. I hereby give my consent to Village Shalom to administer drug and alcohol testing procedures to me and to use the results thereof in further determining my employability with the company. I further understand that if Village Shalom employs me, Village Shalom has a Substance Abuse and Safety Policy which provides for drug screening for employees under circumstances described in the Policy.

I understand that if I am offered employment by Village Shalom, I agree to comply with the rules and regulations of Village Shalom. I understand and agree that should I become employed by Village Shalom, my employment will be at will. My employment can be terminated, with or without notice, at any time, with or without cause, at the option of Village Shalom or myself. I further understand that no representative of the organization, other than the President/CEO, has any authority to enter into any employment agreement for any specific duration, or to make an agreement contrary to the foregoing. Any such agreement must be in writing to be enforceable.

My signature certifies that this application was completed by me, the undersigned, and that all entries and information submitted are true and correct to the best of my knowledge. I understand that any misrepresentations, omission or false statements by me in this application, in any supplement thereto, or in any other corporate records, including those in connection with Village Shalom's drug testing procedures, will be sufficient grounds for not employing me and may result in termination without notice at any time during my employment. I further acknowledge that I have read the entire contents of this Application for Employment and fully understand and agree to the same.

Signature of Applicant

Date

Please Print Name