



# Application for Employment

3303 Pines Village Circle, Valparaiso, IN 46383 219/465-1591

Pines Village is an equal opportunity/affirmative action employer. Applicants are considered for employment without regard to race, color, national origin, religion, sex, age, disability, or any other basis prohibited by law, unless such basis constitutes a bona fide occupational qualification. Pines village will comply with its legal obligation to provide reasonable accommodation to qualified disabled applicants.

For Clarity, Please Print All Information

## GENERAL INFORMATION

Name: \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_  
Number Street City State Zip Code

How long at this address: \_\_\_\_\_ If you have resided at this address less than one year, or if it is a temporary address, list your prior address below:

Address: \_\_\_\_\_  
Number Street City State Zip Code

Current Telephone(\_\_\_\_\_) \_\_\_\_\_ Other Number(\_\_\_\_\_) \_\_\_\_\_

Position Applying For: \_\_\_\_\_ Wage Desired: \_\_\_\_\_

I am available for:  Full-time  Part-time  On-Call  Overtime  
 Days  Evenings  Nights  Shift Work

What date would you be available to start working? \_\_\_\_\_

List any restrictions on days or hours you are unavailable to work: \_\_\_\_\_

I was referred to this position by:

- Current employee : \_\_\_\_\_
- Previous employee: \_\_\_\_\_
- A resident : \_\_\_\_\_
- Newspaper – which : \_\_\_\_\_
- Other: \_\_\_\_\_

Do you have any relatives who work/reside here?  Yes  No If yes, who? \_\_\_\_\_

If you are *not* a U.S. Citizen, do you have the legal right to work in the United States?  Yes  No  
Federal law requires applicants to present documentation to verify identity and citizenship status, or if an alien, the legal authorization to work in the U.S.

Are you over 18 years of age?  Yes  No If no, what is your age? \_\_\_\_\_

Have you ever been discharged from a position?  Yes  No *If yes, state details:* \_\_\_\_\_

**EDUCATION**

Name	City, State	Years Completed	Graduated/ Degree Recvd
Junior High School			
High School			
College/University			
Business/Trade School			

Have you ever been a member of the armed force of the United State?  Yes  No *If yes, which of the armed services?* \_\_\_\_\_

*If job related, do you have a valid Indiana driver's license?*  Yes  No *If yes, what type:* \_\_\_\_\_

Summarize any organizations, clubs, professional memberships or other associations for which you are a member that has enhanced your ability, knowledge, or status in your field of employment:

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Summarize special job-related skills and qualifications you have acquired from education, other employment, volunteer work or military service: \_\_\_\_\_

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Below, please list references that are not related to you. We prefer to have previous employers, supervisors, co-workers, counselors, group leaders, etc.

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Full Name	Telephone	Title	Relationship
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Full Name	Telephone	Title	Relationship
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Full Name	Telephone	Title	Relationship
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Full Name	Telephone	Title	Relationship
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**PREVIOUS EMPLOYMENT**

Starting with your *present or most recent position*, list your employment experience. Account for any *interruption in employment dates*. You may include military service, volunteer service, etc.

Employer:  City, State:  Telephone:  Job Title & Duties:	Employment Dates: From _____ To _____  Wages: Beginning \$ _____ per _____  Ending \$ _____ per _____  Reason for Leaving:
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May we contact all of the employers listed above?  Yes  No *If no, please specify which employer we cannot contact:* \_\_\_\_\_ *Why do you prefer we do not contact this employer?* \_\_\_\_\_

Which of your positions did you like the best? \_\_\_\_\_  
Why? \_\_\_\_\_

Which of your positions did you like the least? \_\_\_\_\_  
Why? \_\_\_\_\_

Write any additional information *not already stated* that would be beneficial in considering your application:

**NOTE:** The conviction of a crime or any affirmative answer provided by you is not an automatic ban to employment. Pines Village Retirement Communities will consider the nature of the conviction or alleged conduct underlying the affirmative response, the date of the alleged conduct in question, your interview and the relationship between the offense or alleged conduct underlying the affirmative response and the position for which you are applying.

Have you ever been investigated for, charged with or pleaded guilty or "no contest" to any crime involving the abuse of any person, including a senior citizen, or theft or dishonesty? \_\_\_\_\_yes \_\_\_\_\_no. If yes, please explain the circumstances on a separate sheet and attach it to this application.

Have you ever been charged with a crime listed in the previous question where the court has deferred further proceedings without entering a finding of guilt and placed you on probation or in a public service or education program? \_\_\_\_\_yes \_\_\_\_\_no. If yes, please explain the circumstances on a separate sheet and attach it to this application.

Have you ever been charged with a crime, other than a minor traffic offense where the court has deferred further proceedings without entering a finding of guilt and placed you on probation or in a public serve or education program? \_\_\_\_\_yes \_\_\_\_\_no. If yes, please explain the circumstances on a separate sheet and attach it to this application.

Have you ever been convicted of a crime, other that one(s) listed above: \_\_\_\_\_yes \_\_\_\_\_no. If yes, please explain the circumstances on a separate sheet and attach it to this application.

#### **ACKNOWLEDGEMENT OF TERMS OF APPLICATION**

In making this application for employment, I authorize Pines Village Retirement Communities to check employment and personal references, and to seek the release of investigatory information, including a "limited criminal history", possessed by any private or public employer or any local, state, or federal agency. I authorize individuals, private or public employers, or local, state, or federal agencies to provide Pines Village Retirement Communities any information they may release concerning the matters described herein or pertaining to questions herein, and I will cooperate to the extent necessary to obtain the release of this information. I understand that this investigation of my employment history and background may be made whereby information is obtained through personal interviews and/or reference forms with third parties, law enforcement agencies, prior employers, co-workers or others. This inquiry may include information as to my character, general reputation, personal characteristics, work habits and mode of living whichever may be applicable.

I expressly waive in connection with any request for, or provision of such information, any claims or causes of action, including without limitation, defamation, infliction of emotional distress, invasion of privacy, or interference with contractual relations that I might otherwise have against Pines Village, its officials, employees or agents, or against any provider of such information.

I hereby affirm that the statements in this application are true to the best of my knowledge and belief. I understand that future employment may be terminated if I have misrepresented information submitted. I also acknowledge that the background investigation may disclose information not acceptable to Pines Village and that it may withdraw any offer of employment which has been extended to me.

- \_\_\_\_\_ I understand this application will not remain effective after a period of six (6) months.
- \_\_\_\_\_ I hereby agree to submit to a medical examination, including drug testing, if required, and understand that any offer of employment is contingent upon satisfactory results of the examinations.
- \_\_\_\_\_ I hereby authorize any doctor, hospital, clinic, laboratory or other medical facility to furnish any medical records information with reference to me as may be necessary for the consideration of this application. I understand this consent to release medical records is revocable, in writing, at any time.
- \_\_\_\_\_ I fully understand this application is not, and is not intended to be, an agreement of employment or contract of employment and any resulting employment relationship is for no fixed period of time and is terminable at any time for any reason by Pines Village Retirement Communities, Inc. and myself. I further understand that statements contained in practice, policies, handbooks, or other Pines Village materials do not create any guarantee of employment. Pines Village has the right to modify, amend or terminate practices, policies, benefit plans, or other programs within the limits and requirements imposed by law. I fully understand no representative of Pines Village, other than an officer on the Board of Directors, has the authority to enter into any agreement for any specific period of time or to make any agreement contrary to the foregoing and that such an agreement must be in writing to be binding on Pines Village Retirement Communities, Inc.

Date: \_\_\_\_\_ Signature of Applicant: \_\_\_\_\_