



# Grace Village Retirement Community

## APPLICATION FOR EMPLOYMENT

Grace Village Retirement Community ("Grace Village") is an equal opportunity employer. Applicants are considered for employment without regard to race, color, religion, sex, age, disability, national origin, or any other legally-protected status, unless such status constitutes a *bona fide* occupational qualification. Grace Village will comply with its legal obligation to provide reasonable accommodation to qualified individuals with disabilities and for religious beliefs.

### PLEASE PRINT CLEARLY OR TYPE

Position Desired:	Date of Application:
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How did you learn of this employment opportunity:  Walk-in  Friend/Relative  
 Job Posting  Job Hotline  Job Fair  Company Website  Other: \_\_\_\_\_

Last Name	First Name	Middle Name			
Address	Number	Street	City	State	Zip Code
Home Phone	Cell Phone	(Please include area codes)			

Are you available to work:  Full-Time  Part-Time  Any Shift  Temporary

What date will you be available to work: \_\_\_\_\_

Are you on a layoff and subject to recall at another employer:  Yes  No

Have you ever filed an application here before:  Yes  No

If yes, give dates: \_\_\_\_\_

Have you ever been employed here before:  Yes  No

If yes, give dates: \_\_\_\_\_

Do you have any relatives or friends employed here:  Yes  No

If yes, please list by name and relationship: \_\_\_\_\_

Why did you apply for a position at Grace Village: \_\_\_\_\_

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

Will you now or in the future require sponsorship for employment visa status (e.g., H-1B visa status):  Yes  No

If you are under 18 years of age, can you provide required proof of your eligibility to work:  Yes  No

Are you capable of performing, with or without reasonable accomodation, the essential functions of the job for which you have applied:  Yes  No

Have you been convicted of or pled guilty to a felony or misdemeanor other than a minor traffic-related infraction:  Yes  No  
 If yes, state the nature of the conviction or plea, the date, the court and the jurisdiction and explain: \_\_\_\_\_

Do you have any *pending* charges for a felony or misdemeanor other than a minor traffic-related infraction:  Yes  No  
 If yes, state the nature of the pending charges, the date, the court and the jurisdiction in which they are pending, and the cause number, and explain: \_\_\_\_\_

*A conviction, plea, or pending charges will not necessarily disqualify you from consideration for employment. The effect of a conviction, plea, or pending charges will be assessed with respect to time, circumstances, seriousness of the offense, and job responsibilities and duties. However, failure to list a conviction, plea, or pending charge will disqualify you from consideration for employment or will result in termination of employment if subsequently discovered.*

### EDUCATION

Type of School	Name of School	City and State	Number of Years Completed	Graduate?		Course Pursued/ Degrees Granted
				Yes	No	
High School						
College or University						
Business, Trade, Technical, or Correspondence School or College						

Indicate any foreign languages you can speak, read, and/or write.			
ABILITY	FLUENT	GOOD	FAIR
Speak			
Read			
Write			

Identify any special job-related skills and qualifications acquired from education, employment, volunteer work, or military service: \_\_\_\_\_

Identify specific skills related to technology, communications, customer service, machines, tools, or other equipment that will be helpful in performing the responsibilities of the position(s) for which you are applying: \_\_\_\_\_

Identify the previous job(s) you liked best and describe why. \_\_\_\_\_

Identify the previous job(s) you liked least and describe why. \_\_\_\_\_

## EMPLOYMENT RECORD

Starting with your present and most recent job, list all your employment experience, including part-time or temporary employment. Do not omit any experience. You may include job-related military service assignments and volunteer activities that reflect your qualifications for employment. **RESUMES MAY BE SUBMITTED BUT WILL NOT BE ACCEPTED IN PLACE OF THE INFORMATION REQUESTED BELOW.**

Employer:	Employment Dates	Kind of Work Performed:
	From:	
Address:	To:	
Telephone: (        )	Salary/Hourly Rate	
Job Title:	Starting:	Reason for Leaving:
Immediate Supervisor:	Final:	
		<input type="checkbox"/> Discharged <input type="checkbox"/> Voluntary Resignation <input type="checkbox"/> Involuntary Resignation
Employer:	Employment Dates	Kind of Work Performed:
	From:	
Address:	To:	
Telephone: (        )	Salary/Hourly Rate	
Job Title:	Starting:	Reason for Leaving:
Immediate Supervisor:	Final:	
		<input type="checkbox"/> Discharged <input type="checkbox"/> Voluntary Resignation <input type="checkbox"/> Involuntary Resignation
Employer:	Employment Dates	Kind of Work Performed:
	From:	
Address:	To:	
Telephone: (        )	Salary/Hourly Rate	
Job Title:	Starting:	Reason for Leaving:
Immediate Supervisor:	Final:	
		<input type="checkbox"/> Discharged <input type="checkbox"/> Voluntary Resignation <input type="checkbox"/> Involuntary Resignation
Employer:	Employment Dates	Kind of Work Performed:
	From:	
Address:	To:	
Telephone: (        )	Salary/Hourly Rate	
Job Title:	Starting:	Reason for Leaving:
Immediate Supervisor:	Final:	
		<input type="checkbox"/> Discharged <input type="checkbox"/> Voluntary Resignation <input type="checkbox"/> Involuntary Resignation
Employer:	Employment Data	Kind of Work Performed:
	From:	
Address:	To:	
Telephone: (        )	Salary/Hourly Rate	
Job Title:	Starting:	Reason for Leaving:
Immediate Supervisor:	Final:	
		<input type="checkbox"/> Discharged <input type="checkbox"/> Voluntary Resignation <input type="checkbox"/> Involuntary Resignation

If you need additional space, please continue on a separate sheet of paper

May we contact the employers listed above?  Yes  No If no, indicate which one(s) you do not wish us to contact and provide the reason why you prefer we do not contact that employer(s). \_\_\_\_\_

Have you been permitted to resign rather than be discharged or asked to resign from any position?  Yes  No If yes, please state the employer and reason for the discharge or resignation. \_\_\_\_\_

## PERSONAL REFERENCES

List three references who are **not** related to you and are **not** previous employers.

- |    |      |         |                           |
|----|------|---------|---------------------------|
| 1. | Name | Address | (      )<br>Telephone No. |
| 2. | Name | Address | (      )<br>Telephone No. |
| 3. | Name | Address | (      )<br>Telephone No. |

### APPLICANT'S STATEMENT

**(Please indicate that you have read and understand each paragraph of the Applicant's Statement by placing your initials beside each paragraph.)**

Initials

- |  |   |
|--|---|
|  | I completed this application and confirm all information in it is TRUE and COMPLETE to the best of my knowledge. I understand that false, misleading, or omitted information may result in the rejection of my application, the revocation of an offer of employment, or discharge.   |
|  | I authorize investigation of all statements in this application to arrive at an employment decision. I understand that an investigation may be made and information may be obtained through interviews with personal references and past employers, a credit check, a criminal history check and/or driver's record check. This inquiry may include information as to, among other things, my character, general reputation and personal characteristics, as well as information about my work performance and workplace conduct. I consent to this investigation and to the consideration of any statements of references, former employees, or others that are given in response to the inquiry. If Grace Village decides to obtain a consumer credit report, I understand that it will provide, at my request, the name and address of the reporting agency so I may obtain from such reporting agency the nature and substance of information contained in such report. |
|  | I release all parties, including but not limited to Grace Village, personal references, and previous or current employers, from liability for any injury or damage that may result from their furnishing information concerning me or any action Grace Village takes on the basis of such information.  |
|  | I understand that if I am offered a job as a condition of beginning my employment, I may be required to undergo a physical examination and drug screen, and I authorize any service provider or medical facility to furnish medical information with reference to me in conjunction with that examination and related considerations.   |
|  | I understand that all individuals hired must produce certain documentation to verify their identity and United States citizen status or, if aliens, their legal authorization to work in the United States. I understand that an offer of employment is contingent upon my producing the required documentation within the legal time period.   |
|  | I understand that this application is not, and is not intended to be, a contract of employment and that any resulting employment is not for a fixed period of time and is terminable at any time and for any reason by me or by Grace Village. I further understand that statements that may be contained in policies, practices, handbooks or other material do not create a guarantee of employment and that Grace Village has the right to modify, amend, or terminate policies, practices, benefit plans, or other programs within the limits and requirements imposed by law.  |
|  | I understand that my date of hire and confirmation of employee status, if offered a position, will be my first shift/day of completed working hours in the actual position.   |
|  | If employed, I will sign an agreement relating to confidentiality and non-competition if required. I confirm that I am not bound by any employment contract or non-competition agreement that would be breached by any employment that Grace Village offered to me, nor am I in possession of nor will I at any time reveal to Grace Village under any circumstances, any proprietary or confidential information that is the subject of any contract, non-disclosure agreement or prior work relationship.   |

Signature of Applicant

Date

**Grace Village Retirement Community  
Employee Applicant Reference Check**

**This Section To Be Completed by Applicant  
Applicant Release for Previous/Current Employer**

Applicant: Please fill out this section only and return with completed Grace Village application.

Printed Name: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Position/Department Applying for at Grace Village: \_\_\_\_\_

Company Employed At: \_\_\_\_\_ Attn: \_\_\_\_\_

Dates Employed From: \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_ Position Held: \_\_\_\_\_

*I hereby release from all liability the company or person completing this form as my referenced employer, and authorize them to release all information regarding my employment with them.*

Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

**This Section To Be Completed by Referenced Employer**

*The individual named above is applying for a position with Grace Village and has listed you as a previous/current employer. To thoroughly screen applicants, we would appreciate a quick response. This information will be kept in strictest confidence. Thank you for your assistance.*

Confirmation of applicant's dates of employment: \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_

Confirmation of applicant's position: \_\_\_\_\_

Would you rehire the applicant? \_\_\_ yes \_\_\_ yes, with reservations \_\_\_ no

General Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Title: \_\_\_\_\_ Company: \_\_\_\_\_



*Please Return Completed Form to the Following:*

Grace Village Retirement Community

337 Grace Village Drive

Winona Lake, IN 46590

Telephone: 574-372-6200 ext. \_\_\_\_\_ Attn: \_\_\_\_\_

Fax: 574-372-6444

Grace Village Dept: Supervisor Signature: \_\_\_\_\_