



**APPLICATION FOR EMPLOYMENT**

Date \_\_\_\_\_

We are committed to a policy of Equal Employment Opportunity and will not discriminate on any legally recognized basis, including, but not limited to, race, age, color, religion, sex, marital status, national origin, citizenship, ancestry, handicap or disability or veteran status.

**Personal Background**

Name \_\_\_\_\_ Social Security # \_\_\_\_\_

Present Address \_\_\_\_\_

Permanent Address \_\_\_\_\_

Phone No. ( ) \_\_\_\_\_ Referred by: \_\_\_\_\_

Position applying for: \_\_\_\_\_ Date you can start \_\_\_\_\_ Salary desired \_\_\_\_\_

Are you employed? \_\_\_\_\_ If so, may we inquire of your present employer? \_\_\_\_\_

Ever applied to this company before? \_\_\_\_\_ Where? \_\_\_\_\_ When? \_\_\_\_\_ Are you willing to work overtime?  Yes  No

U.S. Military Service \_\_\_\_\_ Rank \_\_\_\_\_

If driving is required of the job for which you are applying, do you have a current valid driver's license?  Yes  No  
*If driving is a requirement of the job for which you are applying, continued employment is contingent on your maintaining a current driver's license.*

If a minor, can you produce the age/work certificate necessary to obtain employment?  Yes  No

Are you able, at the time of employment, to submit verification of your legal right to work in the U.S.  Yes  No  
*Verification and completion of the I-9 form must be submitted no later than three business days after date of hire.*

Have you ever been convicted of a felony which is related to the functions or qualifications of the position for which you are applying? If Yes, please fully describe the criminal conviction(s) and your rehabilitation since the conviction(s).  Yes  No

*NOTE: This question does not apply to convictions which have been sealed or expunged.  
 (A conviction record will not necessarily be a bar to employment.)*

Educational Background	Name and Location Of School	Circle Highest Grade Completed	Major Area Of Study
High School		9 10 11 12/GED	
College		1 2 3 4	
Trade, Business or Graduate School			

Specialized technical skills (i.e., computer programmer/language, equipment operation, special tools or machines used.)

Are you able to perform the duties of the job(s) for which you have applied, with or without accommodation?  Yes  No  
If No, please describe any tasks which you are not able to perform with or without accommodation.

<b>Work Experience</b>					
List below your last four employers, starting with your present or last place of employment. You may include in such history any verifiable work performed on a volunteer basis.					
<b>Date Mo./Yr.</b>	<b>Name and address of employer</b>	<b>Salary</b>	<b>Position</b>	<b>Name of Supervisor</b>	<b>Reason for Leaving</b>
Fr.					
To					
Fr.					
To					
Fr.					
To					
Fr.					
To					

**References**

Give the names of three persons not related to you, whom you have known at least three years.

<b>Name &amp; Occupation</b>	<b>Address</b>	<b>Telephone Number</b>	<b>Years Known</b>
1.			
2.			

**Applicant's Statement**

In signing this application, I certify that all of the foregoing information is a complete and accurate statement of the facts and understand that if any misrepresentation, omission or falsification be discovered, it will constitute grounds for dismissal. I hereby authorize Millcreek Gardens to conduct any investigation necessary concerning any part of my background related to the position I am seeking. I release all parties from any liability in connection with the provision and use of such information.

I understand and agree that, if employed by Millcreek Gardens, I will abide by its rules and regulations, which I understand are subject to change. I further understand that, if hired, my employment is for no definite period of time and may be terminated by either party at any time.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date