



VISTA GRANDE VILLA

APPLICATION FOR EMPLOYMENT

2251 Springport Road • Jackson, MI 49202 • Phone: (517) 787-0222

Last Name _____ First Name _____ Middle _____

Address Number _____ Street _____

City _____ State _____ Zip Code _____

Telephone Number(s) _____

Social Security Number (option required if hired) _____

POSITION(S) APPLIED FOR (check one box only):

WORK PREFERENCE (check appropriate items):

General Office (Receptionist, Accounting)

Full Time

Plant Operations

Part Time

(Carpentry, Plumbing, Electrical, Painting, General Maintenance, Refurbishment, HVAC, Yard and Grounds Security, Chauffeur, Security, Grounds)

On-Call

Housekeeping/Laundry

Temporary (explain) _____

Activities

SHIFT PREFERENCE:

Resident Care

Day Shift

(Assistance in living for elderly in apts.)

Afternoon Shift

Health Care

Night Shift

Chose One:

Any Shift

RN

LPN

Certified Nursing Asst.

Medical Records

Other _____

AVAILABLE TO WORK:

Immediately

Cosmetologist

Other (Explain):

Driver

Professional License Number _____

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

Vista Grande Villa is a retirement community forming a permanent home for over three hundred retirees. The nature of our operations involves 24 hours-a-day, seven days-a-week service to our residents. All of our employees should be willingly committed to such service and recognize the occasional self-sacrifice necessary to make Vista Grande Villa the finest retirement community possible.

EDUCATION

SCHOOL	LOCATION	DID YOU GRADUATE/G.E.D.?	MAJOR SUBJECT
<u>High School</u>			
<u>College</u>			
<u>Trade School</u>			

EMPLOYMENT HISTORY

Begin with your last or current employer. List all jobs held including self employment.

Name of Employer	Address/Phone	Supervisor	From	To	Title	Reason for Leaving	Rate of Pay

Is there any additional information relative to a different name (maiden) necessary to check your work record?

Yes No Explain _____

Michigan Driver's License Number: _____

In case of emergency notify: Name: _____ Relationship: _____

Address: _____ Telephone #: _____

Why do you choose to work with the elderly? _____

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview Yes No Date _____

Remarks _____

Employed Yes No Date of Employment _____

Job Title _____

Hourly Rate/Salary _____ Department _____

By: (Name) _____

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete to the best of my knowledge.

I understand:

- that completing the application does not constitute an offer of employment and that my application may be rejected for any reason.
- that giving false or misleading information on this form or in an interview is grounds for denial or immediate termination of employment.
- that I may be required to complete a pre-employment drug screen, complete a medical history form and may be required to be examined by a medical professional designated by the company and that any employment offer is conditional on the results of the medical examination and the drug screen, if required.

The law requires employers to make accommodations to applicants and employees with disabilities where the accommodation does not impose an undue hardship on the employer. Applicants and employees with disabilities may request an accommodation of their handicap by notifying the employer in writing of the need for accommodation within 182 days of the date the applicant or employee knows or should know that an accommodation is needed. Failure to properly notify the employer will preclude any claim that the employer failed to accommodate.

AUTHORIZATION TO RELEASE INFORMATION

I authorize Vista Grande Villa to make a complete investigation of me, including but not limited to: my past employment history, medical history, scholastic records, criminal records, abuse records, motor vehicle driving records, worker's compensation history and to rely on such information sources. I authorize all persons and organizations to release any information concerning my background and hereby release all persons and organizations from liability for any damage whatsoever for issuing this information. I acknowledge that a telephone facsimile (FAX) or photographic copy shall be as valid as the original.

By signing below, I certify that I have not been convicted of an offense that would preclude working in a nursing facility. I also certify that I am not excluded from participation in federal health care programs. Furthermore, I understand that I will be subject to a search of the OIG List of Excluded Individuals, and that a comprehensive criminal background screening will be completed by Vista Grande Villa. If the findings of that background screening result in a refusal to hire, I will be notified in writing and may request a copy of the findings from Vista Grande Villa.

I understand that the use of illegal drugs is prohibited during employment. If employment policy requires, I am willing to submit to drug testing to detect the use of illegal drugs prior to and/or during employment.

I understand that the employment application and any other employee-related documents are not contracts of employment, and that any individual who is hired may voluntarily leave employment upon proper notice: and may be terminated by the employer at any time for any reason. I understand that any oral or written statements to the contrary are hereby expressly disavowed and should not be relied upon by any prospective or existing employee.

An Equal Opportunity Employer

Name (Signature) _____ Date _____

ADDITIONAL INFORMATION

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

Have you ever filed an application with us before? Yes No
If yes, give date _____

Have you ever been employed with us before? Yes No
If yes, give date _____

Are you currently employed? Yes No

May we contact your present employer? Yes No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration status? Yes No

Proof of citizenship or immigration status will be required upon employment.

Have you been convicted of a crime? Yes No
If yes, give date _____

Conviction will not necessarily disqualify an applicant from employment.

If yes, please explain _____

If you desire, you may describe any specialized training, apprenticeship, skills and extra-curricular activities you have:

Hobbies: _____

References (not related to you, who are familiar with your employment experience and capabilities):

1. Name _____ Phone _____
Address _____

2. Name _____ Phone _____
Address _____

3. Name _____ Phone _____
Address _____