

APPLICATION FOR EMPLOYMENT

WESLEY MANOR RETIREMENT COMMUNITY

5012 E. Manslick Road, Louisville, KY 40219

It is the policy of Wesley Manor to provide equal opportunity with regard to all terms and conditions of employment. Wesley Manor complies with federal and state laws prohibiting discrimination on the basis of race, color, religion, creed, national origin, disability, veteran status, age or any other protected characteristic.

NAME: _____

Phone: Home: _____ Cell: _____

Address: _____

Position applied for: _____ Preferred shift: 1st 2nd 3rd Any City/State/Zip

Nursing only: Certified as: _____ Date: _____ Licensed as: _____ Date: _____
SRNA#: _____ Nurse License #: _____

TOTAL YEARS OF FULL TIME WORK EXPERIENCE: _____

How did you come to learn about Wesley Manor? Newspaper Referred by: (please give name)
_____ Other: _____

Special training or skills that would benefit you in the job for which you are applying: _____

Would you accept full time work? Yes No Would you accept part time work? Yes No

Would you accept PRN (as needed only) Yes No

On what date would you be available for work? _____

Have you ever been employed here before: No Yes Dates: _____

EDUCATIONAL BACKGROUND

High School:

Name & Location: _____

Course of study: _____ Check last year completed 1 2 3 4

Did you graduate? _____ Degree or diploma: _____

College:

Name & Location: _____

Course of study: _____ Check last year completed 1 2 3 4

Did you graduate? _____ Degree or diploma: _____

Graduate School:

Name & Location: _____

Course of study: _____ Check last year completed 1 2 3 4

Did you graduate? _____ Degree or diploma: _____

Vocational, or other training:

Name & Location: _____

Course of study: _____ Check last year completed 1 2 3 4

Did you graduate? _____ Degree or diploma: _____

PREVIOUS EMPLOYERS AND ADDRESSES

List the most recent employer first:

1. Company Name: _____ Phone #: () _____
Contact Name: _____
Address: _____ Employed from: _____ to _____
Position: _____ Reason for leaving: _____ Last Wage: _____

2. Company Name: _____ Phone #: () _____
Contact Name: _____
Address: _____ Employed from: _____ to _____
Position: _____ Reason for leaving: _____ Last Wage: _____

3. Company Name: _____ Phone #: () _____
Contact Name: _____
Address: _____ Employed from: _____ to _____
Position: _____ Reason for leaving: _____ Last Wage: _____

PERSONAL REFERENCES:

NAME	ADDRESS	PHONE #
NAME	ADDRESS	PHONE #

I certify that all the information submitted by me on this application is true and complete, and understand that if any false information, omissions, or misrepresentations are discovered, my application may be rejected, and if I am employed, my employment may be terminated at any time.

I understand that Wesley Manor Retirement Community is required by KRS 216.793 to perform a criminal background check on every potential employee and is prohibited from hiring anyone who has been convicted of a felony offense related to theft, abuse, sale or use of illegal drugs, or a sexual crime; or a felony or misdemeanor offense related to abuse, neglect or exploitation of an adult.

In consideration of my employment, I agree to conform to the company's rules and regulations, and I agree that my employment and compensation can be terminated with or without cause, and with or without notice, at any time, at either my or the company's option. I also understand and agree that the terms and conditions of my employment may be changed with or without cause and with or without notice, at any time by the company. I understand that no company representative, other than its President and then only when in writing and signed by the President, has any authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing.

Signature of applicant: _____ Date: _____

“Wesley Manor’s mission, as a full continuum of care retirement community, is to serve its’ residents and families with a dedicated and professional staff in a nurturing Christian environment.”

“FOR THIS TYPE OF EMPLOYMENT STATE LAW REQUIRES A CRIMINAL RECORD CHECK AS A CONDITION OF EMPLOYMENT.” (KRS 216.793)

I hereby certify that the information on my application is correct and understand that any misstatement of fact shall be cause for dismissal. You are authorized to make any investigation of my personal history and financial records through any investigative or credit agencies or bureaus of your choice.

Your prospective employment or volunteer status is directly affected by the results of the information provided in accordance with applicable federal and state laws. This facility utilizes the services of the Administrative Office of the Courts and Vericorp to obtain criminal records. This information will be placed in your file for reference once it is received. You may request a copy for your personal use.

Wesley Manor is a Drug Free Workplace and requires pre-employment drug and alcohol screening.

Please fill out the information below after reading and being in agreement with the following.....

“I have applied for employment/volunteer duties involving direct services with a senior citizen(s). I know that this facility will be provided with any record I may have for conviction of any crime. I know that I have the right to inspect my criminal history record and to request correction of any inaccurate information. If I do not exercise that right, I agree to hold harmless this facility and the reporting agency from any claim for damages arising from the dissemination of inaccurate information.”

Applicant’s name: _____
Last *First* *Middle* *Maiden*

Address: _____

Sex: () *Male* () *Female*

Date of Birth: ____/____/____

Social Security #: ____ - ____ - ____

Signature of applicant: _____ **Date:** _____

Signature of witness: _____ **Date:** _____

I _____ understand that Wesley Manor Retirement Community is required by KRS 216.793 to perform a criminal background check on every potential employee and prohibited from hiring anyone who has been convicted of any felony offense related to theft, abuse, sale or use of illegal drugs, or a sexual crime; or a felony or misdemeanor offense related to abuse, neglect or exploitation of an adult.

Potential Employee

Date: _____

Wesley Manor Representative

Date: _____