

***Brookside/Dignity & Grace/Hillcrest***  
***Assisted Living Homes***

Application for Employment

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Last Name	First	Middle
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Street Address	City	State	Zip Code
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Primary Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_

Position Desired: \_\_\_\_\_ Date Available: \_\_\_\_\_

Salary Desired: \_\_\_\_\_

Type of Employment Desired:       Full Time     Part Time     Temporary/Casual

Are you legally eligible for employment in this country?     Yes     No

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

**SKILLS AND QUALIFICATIONS**

Summarize specific skills and qualifications from employment or other experiences that are related to the position for which you are applying

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## EMPLOYMENT HISTORY

Please provide a complete employment history. List all employers, assignments, or volunteer activities starting with most recent. Explain gaps in employment in comments section.

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Present/Recent Employer	Dates Employed
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Address	Telephone Number
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Job Title	Immediate Supervisor and Title
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Type of Employment:  Full Time     Part Time     Temporary     Other

Hourly Rate/Salary Starting: \_\_\_\_\_ Ending: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

If currently employed, may we contact for reference?     Yes     No

Summarize the nature of the work performed and job responsibilities:

  
  

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Next Previous Employer	Dates Employed
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Address	Telephone Number
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Job Title	Immediate Supervisor and Title
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Type of Employment:  Full Time     Part Time     Temporary     Other

Hourly Rate/Salary Starting: \_\_\_\_\_ Ending: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Summarize the nature of the work performed and job responsibilities:

  
  

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## EMPLOYMENT HISTORY

Next Previous Employer

Dates Employed

Address

Telephone Number

Job Title

Immediate Supervisor and Title

Type of Employment:  Full Time     Part Time     Temporary     Other

Hourly Rate/Salary Starting: \_\_\_\_\_ Ending: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Summarize the nature of the work performed and job responsibilities:

## REFERENCES

List three business/work references that are **not** related to you and **not** previous supervisors. If not applicable, list three school or personal references that are not related to you.

Name	Telephone	Years Known	Capacity to which this person observed your work.

## WORK AVAILABILITY

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
From:							
To:							

Total hours a week available to work: \_\_\_\_\_

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**PLEASE READ THE FOLLOWING AND SIGN THE APPLICATION IN THE SPACES PROVIDED BELOW. IF YOU HAVE ANY QUESTIONS PLEASE SPEAK WITH THE HUMAN RESOURCES REPRESENTATIVE BEFORE SIGNING.**

I understand that employment by Brookside/Dignity & Grace/Hillcrest is “at will.” This means that the employment relationship can be ended by Brookside/Dignity & Grace/Hillcrest at any time for any reason with or without advanced notice and with or without cause. It also means that Brookside/Dignity & Grace/Hillcrest may revise and make exceptions to its policies practices, handbooks, manuals, rules, procedures, and regulations in whole or in part, at any time. I further understand that acceptance of an offer for employment does not create a contractual obligation upon Brookside/Dignity & Grace/Hillcrest to continue to employ me in the future or for any specific term.

If employed by Brookside/Dignity & Grace/Hillcrest, I agree to comply with all safety and health rules, company policies and procedure, and local, state, and federal laws pertaining to my employment. I understand and accept these as conditions of my employment should I be hired. I agree to photographs of myself used for Brookside/Dignity & Grace/Hillcrest advertisement.

I have reviewed this application carefully and hereby affirm that my statements and answers to all questions on this application are true and correct and that I have not knowingly withheld any fact or circumstance that, if disclosed, would affect my application unfavorably. I understand that any misstatement or omission of fact on this application may result in my application not being considered, and, if employed, may result in immediate dismissal.

**I HAVE READ AND AGREE TO THE ABOVE TERMS AND CONDITIONS**

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Applicant Signature

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Date

By signing below, I hereby authorize Brookside/Dignity & Grace/Hillcrest to conduct an investigative and/or reference check as it deems appropriate. In the event that I am employed by Brookside/Dignity & Grace/Hillcrest, I hereby authorize Brookside/Dignity & Grace/Hillcrest to answer any inquires regarding my employment, conduct, qualifications, and reason for leaving.

In exchange for being considered for employment, I hereby release Brookside/Dignity & Grace/Hillcrest, its employees and agents, or any other individual providing information about me to Brookside/Dignity & Grace/Hillcrest, from any liability arising from disclosure of such information.

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Applicant Signature

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Date

Application revised 05-22-2017