



AN EPISCOPAL RETIREMENT COMMUNITY

EMPLOYMENT APPLICATION

TO APPLICANT: We deeply appreciate your interest in Deerfield Retirement Community, and assure you that we are sincerely interested in your qualifications. A Clear understanding of your background and work history will aid us in placing you in a position that best meets your qualifications and may assist us in possible future upgrading. We are proud to be an Equal Opportunity Employer.

(Please Print Plainly)

Date: _____

PERSONAL

Name: _____ Social Security #: _____

Physical Address: _____

Mailing Address: _____

Telephone, home: _____ cell: _____ email: _____

Position Applied For: _____ Rate of pay expected: _____ / _____

Applying for: Full – time () Part – time () If part - time, specify days and hours: _____

Have you submitted an application here before? _____ If yes, give date(s) & position(s) _____

Were you previously employed by us? _____ If yes, when and where: _____

If you are under 18 can you furnish a work permit? _____ If no, please explain _____

Are you legally eligible for employment in United States? _____

Have you ever pled “guilty” or “no contest” to, or been *convicted* of a crime? _____ If yes, explain: _____

If related to anyone employed by us, give their name and department: _____

How did you learn of the position you are applying for? _____

List any problems you have with the position for which you are applying related to days of work, overtime, weekend work, etc. Include any physical conditions that would interfere with your ability to perform the job duties that you have applied for (we do NOT discriminate on the basis of disabilities in conformance with ADA): _____

When would you be available to begin work if a position were made available for you? _____

Driver License State, number and type(s): _____

EDUCATION

	Junior & High School	College/University	Graduate/Professional	Vocational/Technical
School Name And Location				
Years Completed (circle)	7 8 9 10 11 12	1 2 3 4	1 2 3 4	1 2 3 4
Diploma/Degree And Honors				
Course of Study Or Major				

Describe specialized training, apprenticeship, skills, extracurricular activities, patents, publications, etc. _____

Other Training or education including military: _____

If applying for a clerical position, please complete the following:

Do you type? _____ Approximate words per minute: _____

Do you have computer skills? _____ In what areas? _____

PROFESSIONAL LICENSES AND/OR CERTIFICATES

Title or Description	License Number	Renewal Date	Expiration Date	State

PREVIOUS EMPLOYMENT
(Begin with Most Recent Employment)

Employer: _____ Telephone: _____

Address: _____ City/State/Zip: _____

Employed From (month & year): _____ To (month & year): _____

Position: _____ Rate of Pay: _____ / _____

Reason for Leaving: _____

Name of Immediate Supervisor/title: _____

May we call this Supervisor? _____ If yes, please initial here: _____

Employer: _____ Telephone: _____

Address: _____ City/State/Zip: _____

Employed From (month & year): _____ To (month & year): _____

Position: _____ Rate of Pay: _____ / _____

Reason for Leaving: _____

Name of Immediate Supervisor/title: _____

May we call this Supervisor? _____ If yes, please initial here: _____

Employer: _____ Telephone: _____

Address: _____ City/State/Zip: _____

Employed From (month & year): _____ To (month & year): _____

Position: _____ Rate of Pay: _____ / _____

Reason for Leaving: _____

Name of Immediate Supervisor/title: _____

May we call this Supervisor? _____ If yes, please initial here: _____

Employer: _____ Telephone: _____

Address: _____ City/State/Zip: _____

Employed From (month & year): _____ To (month & year): _____

Position: _____ Rate of Pay: _____ / _____

Reason for Leaving: _____

Name of Immediate Supervisor/title: _____

May we call this Supervisor? _____ If yes, please initial here: _____

Employer: _____ Telephone: _____

Address: _____ City/State/Zip: _____

Employed From (month & year): _____ To (month & year): _____

Position: _____ Rate of Pay: _____ / _____

Reason for Leaving: _____

Name of Immediate Supervisor: _____

May we call this Supervisor? _____ If yes, please initial here: _____

CERTIFICATION

APPLICANT: **BEFORE SIGNING THIS APPLICATION,**
PLEASE READ THE FOLLOWING CAREFULLY.

1. I declare that my answers to the questions in this application are true to the best of my knowledge and belief. I understand that any material omissions from, or false statements appearing on, this or any other employment form will be sufficient reason not to hire me, and if discovered after my employment, will be sufficient reason for dismissal from the services of Deerfield.
2. Application must be filled out completely, dated and signed, with all questions answered in their entirety.
3. Incomplete applications will not be considered.
4. Resumes can be attached to an application and used for past job experience. All other questions must be answered on application.
5. Phone calls on the status of an application cannot be answered, due to the high volume of applications.
6. Applications will be reviewed by Human Resources and Department Directors. Calls for interviews will be made as applicable.
7. I also understand that I may voluntarily leave employment with Deerfield upon proper notice and I further understand my employment may be terminated by Deerfield at any time for any reason at the Company's sole discretion.
8. I understand that my application will remain active for a period of 30 days and after this 30 day period; I must reapply in order to be considered for open positions.
9. Final offer of employment depends on results of drug screening and criminal background checks, which are required.
10. Thank you for your interest in Deerfield.

**IN ACCORDANCE WITH PUBLIC LAW 91-508 FAIR CREDIT REPORTING ACT
PRE-NOTIFICATION.**

I hereby give Deerfield, and its subsidiaries, the right to investigate any information listed by me in this Employment Application and to secure additional information, if necessary. I understand that an investigative report may be made whereby information is obtained through personal interviews with third parties, such as family members, business associates, financial sources, friends, neighbors or others with whom I am acquainted. I understand that this inquiry includes information as to my character, general reputation, personal characteristics and mode of living, whichever may be applicable. I understand that if such an investigative report is made, then I have the right to make a written request within a reasonable period of time for a complete and accurate disclosure of additional information concerning the nature and scope of the information obtained. In making this Application, I hereby grant to all persons, corporations, and others listed in this application, the right to furnish to Deerfield such information as required by Deerfield, and I hereby release the same from all liability or responsibility for furnishing such information.

I have read the above and understand the process for submitting my employment application to Deerfield.

Signature of Applicant: _____ Date: _____