

APPLICATION FOR EMPLOYMENT



Arbor Springs of West Des Moines
 7951 E.P. True Parkway
 West Des Moines, IA 50266-8107
 Ph: 515 / 223-1135
 Fax: 515 / 223-1246

Arbor Springs is an equal opportunity employer and will consider applicants for all positions without regard to their race, gender, color, religion, national origin, age, disability, marital or veteran status, or any other legally protected status.

This application should be answered completely and accurately. Resumes may not be substituted for a fully completed application.

PERSONAL INFORMATION:

Last Name:		First Name:		Middle:	
Address:		Street	City	State	Zip Code
Telephone Number(s):		Primary	Secondary	Social Security Number	
Are you at least 16 years of age?		<input type="checkbox"/> YES	<input type="checkbox"/> No		

JOB INTEREST:

Position Applying for: _____	Full-Time	Part-Time (please circle)
Date Available for Work: _____	Shift(s) You Are Available To Work:	
Salary Requirement: _____	___ Days	___ Eve ___ Nights
Today's 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 becoming lawfully employed in the U.S. because of your Visa or Immigration Status? Yes No

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

Have you ever been convicted of a felony? Yes No

(A record of a conviction may not disqualify you from consideration for employment.)

Have you ever been convicted in a court of law of a crime involving abuse, neglect, or mistreatment of an individual? (This question is made pursuant to the provisions of CFR 483.13© (I) (ii)). Yes No

EDUCATION:

	Name and Location of School	Curriculum/Major	Highest Grade/Degree Completed
High School			
College or University			
Trade or Vocational			
Business or Other			

SPECIALIZED TRAINING:

List all licenses, license #s, areas of certification, or any specialized training, skills, and extra-curricular activities. This may include any job-related training received in the United States military. You may exclude any organizations which indicate race, color, religion, gender, national origin, disabilities, or other protected status.

EMPLOYMENT EXPERIENCE:

Please list a continued record of employment. **Start with your current or most recent employment.** Include what you have done for the past 5 years, or from the time you left school. Include both paid and volunteer work, military service, etc. You may exclude any organizations which indicate race, color, religion, gender, national origin, disabilities, or other protected status. You are required to account for any gaps in your employment history. This section must be completed fully even if you submit a resume. Omission of employers may disqualify your application.

Employer Name & Direct Supervisor	From Mo/Yr	To Mo/Yr	Address & Phone Number	Job Title & Duties	Reason for Leaving
Most Recent Employer					
Supervisor:	Final Rate of Pay				
Previous Employer					
Supervisor:	Final Rate of Pay				
Previous Employer					
Supervisor:	Final Rate of Pay				
Previous Employer					
Supervisor:	Final Rate of Pay				
Previous Employer					
Supervisor:	Final Rate of Pay				

Were you referred to us by a current employee?

Yes

No

If so, what is that employee's name? _____

REFERENCES:

Please provide information on people who are familiar with your current abilities who we may contact for a reference. **Do not list relatives.**

1)	
Name	Phone #
Address	
Relation	# of Years Known
2)	
Name	Phone #
Address	
Relation	# of Years Known
3)	
Name	Phone #
Address	
Relation	# of Years Known

APPLICANT'S STATEMENT:

I certify that this application was completed by me and that the answers given herein are true and complete.

I authorize investigation into my employment history and all statements contained in this application for employment that may be necessary in making an employment decision. I understand that reference checks and/or job-related background checks may occur and I release Arbor Springs, all employers, all those providing background information and all references from any and all liability and/or damages for receiving or releasing information.

I understand that omission or misrepresentation of facts is cause for dismissal of the application, or for termination if the omission or misrepresentation is discovered after employment has begun.

If a conditional employment offer is made, I agree I will be requested to undergo job-related medical examinations, inquiries and/or a drug/alcohol screening test, and understand that employment is contingent upon satisfactory outcome of those examinations and inquiries.

This application for employment will be considered active for 30 days. Any applicant wishing to be considered for employment beyond that time period will need to re-apply.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with Arbor Springs is of an "at will" nature. This means that the employee may resign at any time and the employer may discharge the employee at any time with or without cause. It is further understood that this "at will" relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by the Administrator of Arbor Springs.

In the event of employment, I understand that I am required to abide by all rules, regulations, and policies set forth by Arbor Springs.

Signature of Applicant

Date