

# Application for Employment

Position Applying For: \_\_\_\_\_ Date: \_\_\_\_\_

Wage Desired \_\_\_\_\_

Schedule Desired  Full Time  Part Time  Temporary  Day  Evening  Nights

Date Available to Start \_\_\_\_\_

Are there any hours, shifts or days you will not work?  Yes  No

If yes, explain: \_\_\_\_\_  
 \_\_\_\_\_

How did you hear of us? \_\_\_\_\_

Note: This application was designed to use with several types of positions. Some questions may not be applicable to the position you are seeking, however, we ask that you answer all questions.

\_\_\_\_\_  
 Last Name First Name Middle Name

\_\_\_\_\_  
 Present Address (Street/City/State/Zip)

( ) \_\_\_\_\_  
 Telephone Number Social Security Number

Only U.S. Citizens or aliens who have a legal right to work in the U.S. are eligible for employment. Can you, upon employment, submit documentation verifying your identify and your legal rights to work in the U.S.?  Yes  No

Are you over 18 years of age?  Yes  No

Have you ever been convicted of any crime?  Yes  No

If yes, give dates and explain: \_\_\_\_\_  
 \_\_\_\_\_

(A conviction will not necessarily disqualify you from employment.)

## Educational Data

School	Print Name, Street Address, City and State of each school	No. of Years Completed	Degree	Major Course of Study
High School				
College				
Trade, Business, Night or Correspondence				
Other				

Other skills: List any other job-related skills, qualifications, or licenses that support your application.  
 \_\_\_\_\_

Honors Received: \_\_\_\_\_

Do you have any friends or relatives employed by Carriage Hill Retirement? If yes, please name: \_\_\_\_\_

**Employment Experience**

<b>Employer</b>	<b>Dates</b>		<b>Work Performed</b>
<b>Job Title</b>	<b>To</b>	<b>From</b>	
<b>Phone</b>			
<b>Address</b>	<b>Salary</b>		
<b>Supervisor</b>	<b>Start</b>	<b>Final</b>	
<b>Reason for Leaving</b>			
May we inquiries of this employer? ( ) Yes ( ) No If no, explain:			

<b>Employer</b>	<b>Dates</b>		<b>Work Performed</b>
<b>Job Title</b>	<b>To</b>	<b>From</b>	
<b>Phone</b>			
<b>Address</b>	<b>Salary</b>		
<b>Supervisor</b>	<b>Start</b>	<b>Final</b>	
<b>Reason for Leaving</b>			
May we inquiries of this employer? ( ) Yes ( ) No If no, explain:			

<b>Employer</b>	<b>Dates</b>		<b>Work Performed</b>
<b>Job Title</b>	<b>To</b>	<b>From</b>	
<b>Phone</b>			
<b>Address</b>	<b>Salary</b>		
<b>Supervisor</b>	<b>Start</b>	<b>Final</b>	
<b>Reason for Leaving</b>			
May we inquiries of this employer? ( ) Yes ( ) No If no, explain:			

Membership in Organizations/Professional groups which, in your opinion, have a direct bearing on the position you are seeking: \_\_\_\_\_

Are you a veteran of the U.S. Military Service? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, what branch of service? \_\_\_\_\_

If yes, beginning date and ending date of active duty \_\_\_\_\_

Date of Discharge from Military Service \_\_\_\_\_



**REFERENCE CHECKS:**

**To Be Completed by Applicant:**

Reference Name: \_\_\_\_\_

Reference Phone Number: \_\_\_\_\_

Reference Organization: \_\_\_\_\_

Relationship of Applicant: Supervisor Peer Other (specify) \_\_\_\_\_

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**To Be Completed by Carriage Hill Human Resource Director:**

Date of Reference Check: \_\_\_\_\_

Person Checking Reference: \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_

Salary: \$ \_\_\_\_\_

Position Held: \_\_\_\_\_

What was the nature of the applicant's job: \_\_\_\_\_

Reason for Separation: voluntary involuntary

**REFERENCE CHECKS:**

**To Be Completed by Applicant:**

Reference Name: \_\_\_\_\_

Reference Phone Number: \_\_\_\_\_

Reference Organization: \_\_\_\_\_

Relationship of Applicant: Supervisor Peer Other (specify) \_\_\_\_\_

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**To Be Completed by Carriage Hill Human Resource Director:**

Date of Reference Check: \_\_\_\_\_

Person Checking Reference: \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_

Salary: \$ \_\_\_\_\_

Position Held: \_\_\_\_\_

What was the nature of the applicant's job: \_\_\_\_\_

Reason for Separation: voluntary involuntary