



# APPLICATION FOR EMPLOYMENT

Wesley Manor, Inc. is an equal opportunity employer. Applicants are considered for employment without regard to race, color, national origin, religion, sex, age, disability, veteran status, or any other basis prohibited by law, unless such basis constitutes a bona fide occupational qualification. Wesley Manor will comply with its legal obligation to provide reasonable accommodation to qualified disable applicants. The questions on this form are being asked to properly evaluate your skills, abilities, interests, and experience in relation to the position for which you are applying.

Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip Code  
Telephone Number: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Education	Name and Location of School	#of Years Completed	Did you Graduate?	Subject Studied/ Degree Obtained
High School				

If you did not graduate from high school, do you have a GED?  Yes  No

College

Other Schooling

## PROFESSIONAL OR TECHNICAL LICENSES/CERTIFICATIONS/REGISTRATIONS

Type: \_\_\_\_\_ Date Issued: \_\_\_\_\_ License # \_\_\_\_\_ Exp. Date \_\_\_\_\_ State: \_\_\_\_\_

Type: \_\_\_\_\_ Date Issued: \_\_\_\_\_ License # \_\_\_\_\_ Exp. Date \_\_\_\_\_ State: \_\_\_\_\_

Have you been convicted of, pled guilty to, or received a suspended sentence for a felony or misdemeanor other than a minor traffic violation?  Yes  No If yes, please explain: \_\_\_\_\_

Are you 18 years of age or older?  Yes  No

Have you been employed here before?  Yes  No

If hired, can you furnish proof that you are legally entitled to work in the United States?  Yes  No

Do you have a valid Indiana's driver's license (job related)?  Yes  No

Position Applying for: \_\_\_\_\_

Available: Full Time  Part Time  Temporary  Date First Available: \_\_\_\_\_

What Shift are you available to Work? 1<sup>st</sup>  2<sup>nd</sup>  3<sup>rd</sup>  Weekends

## Employment History

Please list your present or most recent employer first. Include any military service or any volunteer Work and provide a complete list of all jobs. Please complete information including full addresses and phone numbers of employers. If you do not have the information with you, please return to finish filling application out when you do have the information.

**APPLICATIONS WITHOUT COMPLETE INFORMATION WILL NOT BE ACCEPTED.**

Current Employer: \_\_\_\_\_ Job Title: \_\_\_\_\_

Address: \_\_\_\_\_ Name of Immediate Supervisor: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone Number: \_\_\_\_\_

If your last name was different then, please list former name \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Describe job duties: \_\_\_\_\_

Current Rate of Pay: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your present employer for a work reference at this time: Yes  No

Previous Employer: \_\_\_\_\_ Job Title: \_\_\_\_\_

Address: \_\_\_\_\_ Name of Immediate Supervisor: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone Number: \_\_\_\_\_

If your last name was different then, please list former name \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Describe job duties: \_\_\_\_\_

Current Rate of Pay: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your present employer for a work reference at this time: Yes  No

Previous Employer: \_\_\_\_\_ Job Title: \_\_\_\_\_  
 Address: \_\_\_\_\_ Name of Immediate Supervisor: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 If your last name was different then, please list former name \_\_\_\_\_  
 From: \_\_\_\_\_ To: \_\_\_\_\_ Describe job duties: \_\_\_\_\_  
 Current Rate of Pay: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
 May we contact your present employer for a work reference at this time: Yes \_\_\_\_\_ No \_\_\_\_\_  
 If you have not ever been employed, please write down two (2) references that are **not** related to you. Please include phone numbers.

Name	Phone Number	Name	Phone Number

Please list any special job-related skills, certifications, and qualifications acquired from education, employment, volunteer work or military service, which you feel, may be helpful in considering your application.

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Please list any school activities that you may be involved with and/or any future school commitments:

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**Applicant's Statement**

I certify that this application was completed by me and that all entries on it and all information contained in (this application, resume, and any supplement thereof) is **CORRECT** and **COMPLETE** to the best of my knowledge. In the event of employment, I understand that false, misleading, or omitted information given in my application (or during interviews) may result in termination. I authorize investigation of all statements contained in the application for employment as may be necessary in arriving at an employment decision. I understand that an investigation may be made and information may be obtained through interviews with personal references and past employers listed. I further understand said background check may also involve Wesley Manor Inc. obtaining a criminal background report, investigative consumer report, and/or drivers license verification. I hereby authorize Wesley Manor Inc., if they wish to make such inquiries.

I hereby release all parties, including but not limited to Wesley Manor, Inc., personal references, and previous employers, from any and all liability for any injury or damage that may result from their furnishing information to Wesley Manor, Inc., concerning me or any action Wesley Manor Inc. takes on the basis of such information.

I understand that a physical examination, drug screen and tuberculosis testing is required after an employment offer is made, to be eligible for employment at Wesley Manor Inc.

I understand that this application is not a contract of employment and that any resulting employment relationship is for no fixed period of time and terminable for any reason by Wesley Manor, Inc., or by me. I further understand that statements which may be contained in policies, practices, handbooks, or other Wesley Manor, Inc. material do not create any guarantee of employment and that Wesley Manor, Inc. has the right to modify, amend, and terminate policies, practices, benefits plans, or other programs within the limits and requirements imposed by law. I understand that no representative of Wesley Manor, Inc., other than a corporate officer, has the authority to enter into any agreement for any specific period of time or to make any agreement contrary to the foregoing and that any such agreement must be in writing, signed by an authorized officer, and be specially for employment, to be binding on Wesley Manor Inc.

I understand Wesley Manor's smoke-free policy. If employed by Wesley Manor, I will abide by this policy.

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**

**This application will be considered active for six months. If you have not heard from Wesley Manor, Inc. after six months and still wish to be considered for employment, you will be required to fill out another application.**