



APPLICATION FOR EMPLOYMENT

To Applicant: Green Country Village, Inc. is an equal opportunity employer and makes all employment decisions without regard to race, color, national origin, religion, sex, age, disability or status as a disabled veteran or veteran of the Vietnam era. We deeply appreciate your interest in our organization 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 the position that best meets your qualifications.

We ask that you complete every question to the best of your ability and include at least three references. We cannot process incomplete applications.

PERSONAL INFORMATION

PLEASE PRINT ALL INFORMATION:

Date: _____

Name _____
Last First Middle

Present Address _____
Street Apt. City State Zip Code

Telephone#: _____

Email _____

Are you legally eligible for employment in the USA? _____ Do you have reliable transportation to work? _____

Position(s) you are applying for: _____ Rate of pay expected per hour \$ _____

Work Status Needed (circle your preference): FULL-TIME PART TIME

Were you previously employed by Green Country Village, Inc.? _____ If yes, when? _____

Do you have any relatives working for Green Country Village, Inc.? _____

How did you learn of this position? _____

Have you ever been convicted of a felony? _____ If yes, please explain: _____

On what date would you be available to begin work? _____

EDUCATION RECORD

High School Name: _____ State: _____ Did you graduate? _____

GED Where: _____ State: _____

College Name: _____ State: _____ How Long? _____

Course of Study: _____ Degree: _____

Name: _____ State: _____ How Long? _____

Course of Study: _____ Degree: _____

Other: _____ How Long? _____

Course of Study: _____ Degree/Diploma _____

Certifications or Licensures (Please be specific): _____

List any other experiences, skills, hobbies or qualifications that may benefit our organization: _____

MILITARY SERVICE RECORD

Were you in the US Armed Forces? _____ If so, what branch? _____

Dates of duty: From _____ to _____ Rank at Discharge: _____

List duties in the service: _____

EMPLOYMENT RECORD

List below present and past employment, beginning with your most recent. Please complete all information in full even when submitting a resume.

1. Company Name: _____

Address: _____

Phone number: _____

Supervisor Name: _____

Position Held: _____

Start Date: _____ End Date: _____ Salary: _____

Reason for leaving: _____

May we contact this employer? _____

2. Company Name: _____

Address: _____

Phone number: _____

Supervisor Name: _____

Position Held: _____

Start Date: _____ End Date: _____ Salary: _____

Reason for leaving: _____

May we contact this employer? _____

3. Company Name: _____

Address: _____

Phone number: _____

Supervisor Name: _____

Position Held: _____

Start Date: _____ End Date: _____ Salary: _____

Reason for leaving: _____

May we contact this employer? _____

REFERENCES

WE ARE REQUIRED TO CONTACT AT LEAST THREE REFERENCES.

Some Helpful Tips on Providing References

1. **Provide professional references.** List your supervisors (list co-workers only if supervisors are unavailable). If you're a student with no prior work experience, list teachers, coaches, school counselors or supervisors of any volunteer work you have done.
2. **Avoid listing family members and personal friends.** List references who can speak objectively to your work ethic.
3. **Make sure your references know you by name.** If we call your reference and they don't remember you by name, we can't use them.

<p>Name: _____</p> <p>Relationship: _____</p> <p>Address: _____</p> <p>_____</p> <p>Phone #: _____</p>	<p>Name: _____</p> <p>Relationship: _____</p> <p>Address: _____</p> <p>_____</p> <p>Phone #: _____</p>
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AVAILABILITY

Please list the times you are available to work

MONDAY	Days	Evenings	Any
TUESDAY	Days	Evenings	Any
WEDNESDAY	Days	Evenings	Any
THURSDAY	Days	Evenings	Any
FRIDAY	Days	Evenings	Any
SATURDAY	Days	Evenings	Any
SUNDAY	Days	Evenings	Any

PLEASE READ AND SIGN BELOW

I UNDERSTAND:

- that completing this application does not constitute an offer of employment and that my application may be rejected for any reason.
- that giving false or misleading information on this form or in an interview is grounds for denial or immediate termination of employment.
- that I may be required to complete a medical history form and may be required to be examined by a medical professional designated by Green Country Village, Inc.
- that if I sustain any injury or illness in the employment of Green Country Village, Inc., I agree that Green Country Village, Inc. shall be entitled to receive full and complete reports and records covering any medical or related exams, and I authorize any and all such doctors, medical examiners and hospitals to give to Green Country Village, Inc. full and complete reports and records covering such examinations, condition care and treatment related to or resulting from the alleged illness or injury.

AUTHORIZATION TO RELEASE INFORMATION

If I am given a conditional offer of employment, I authorize Green Country Village, Inc. to make a complete investigation of me, including but not limited to my past employment history, medical history, scholastic reports, criminal records, abuse records, motor vehicle driving records, workers' compensation history and to rely on such information sources. I authorize all persons and organizations to release any information concerning my background and hereby release persons and organizations from liability for any damage whatsoever for issuing this information. I acknowledge that a telephone facsimile (FAX) or photographic copy shall be as valid as the original.

By signing below, I certify that I have not been convicted of an offense that would preclude working in a nursing facility. I also certify that I am not excluded from participation in federal health care programs. Furthermore, I understand that I will be subject to a search of the OIG List of Excluded Individuals and that a comprehensive or criminal background screening will be completed by a third party organization acting on behalf of Green Country Village, Inc. If the findings of that background screening result in a refusal to hire, I will be notified in writing and may request a copy of findings from the third party organization.

I understand that the use of illegal drugs is prohibited during employment. If employment policy requires, I am willing to submit to drug testing to detect the use of illegal drugs prior to and/or during employment.

I understand that this employment application and any other employee-related documents are not contracts of employment and that any individual who is hired may voluntarily leave employment upon proper notice and may be terminated by the employer at any time for any reason. I understand that any oral or written statements to the contrary are hereby expressly disavowed and should not be relied upon by any prospective or existing employee.

Signature _____

Date: _____