

Employment Application

PERSONAL

Date _____ Email : _____

Name _____
Last First Middle (Complete)

Current Address _____
No. and Street City State Zip Code

Telephone Number _____ Telephone No. During Day _____
(Area Code) (Area Code)

Are you at least 16 years of age? ____ Yes ____ No If under age 18, can you provide a work permit? ____ Yes ____ No

Are you a United States citizen? ____ Yes ____ No
If not, can you present proof of your right to work legally in the United States? ____ Yes ____ No

Have you been employed here before? ____ Yes ____ No Dates _____ Department _____

Have you ever applied here before? ____ Yes ____ No Dates _____ Department _____

List any relatives employed by Cedar Village and their relationship _____

JOB INTEREST

Position Preferred _____

If STNA, last 4 digits of Social Security for license verification necessary _____

Salary or Rate of Pay Desired \$ _____ Date Available to Start Work _____

SCHEDULE/SHIFT DESIRED
(Please check all that apply)

____ Full-time (over 32 hours/week) ____ First Shift (Day)
____ Part-time (under 32 hours/week) ____ Second Shift (Evening)
____ PRN ____ Temporary/Summer ____ Third Shift (Night)

SECURITY INFORMATION

Have you ever been convicted of a felony or misdemeanor? ____ Yes ____ No

If Yes, give details _____

Have you resided in the State of Ohio for the last five years? ____ Yes ____ No

If No, list states and dates of residency _____

AN EQUAL OPPORTUNITY EMPLOYER

Cedar Village is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, color, creed, religion, ancestry, age, sex, marital status, national origin, disability or handicap, or veteran status.

EMPLOYMENT EXPERIENCE

Your application will not be considered unless every question in this section is answered. You must list all prior employers and request additional sheets if necessary. Since Cedar Village makes every attempt to contact previous employers, the correct address and telephone number of past employers is critical. List most recent employer first.

Employer Name: _____
Address: _____
Title of Position: _____ Final Salary: _____
Dates Employed: _____ to _____
Supervisor's Name: _____ Phone Number: _____
Reason for Leaving: _____

Employer Name: _____
Address: _____
Title of Position: _____ Final Salary: _____
Dates Employed: _____ to _____
Supervisor's Name: _____ Phone Number: _____
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Employer Name: _____
Address: _____
Title of Position: _____ Final Salary: _____
Dates Employed: _____ to _____
Supervisor's Name: _____ Phone Number: _____
Reason for Leaving: _____

Are you employed now? Yes No May we contact your present employer? Yes No

Computer Skills _____

U.S. Military Service or Reserve:

List dates, rank and type of discharge _____

List location and name of last unit assignment _____

EDUCATION

PLEASE CIRCLE THE HIGHEST GRADE COMPLETED

7 8 9 10 11 12 13 14 15 16+

HIGH SCHOOL

Name _____ City/State _____

Diploma/Degree/GED _____

COLLEGE

Name _____ City/State _____

Diploma/Degree _____

OTHER

Name _____ City/State _____

Diploma/Degree _____

List any additional training, including seminars or workshops that will assist in the evaluation of your application

PROFESSIONAL LICENSES AND REGISTRATIONS

Type _____ License Number _____ State of Licensure _____

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PERSONAL REFERENCES

Include only persons familiar with your work ability. Do not include relatives.

Name _____ Years Known _____ Relationship _____

Address _____ Phone Number _____

Name _____ Years Known _____ Relationship _____

Address _____ Phone Number _____

Name _____ Years Known _____ Relationship _____

Address _____ Phone Number _____

CERTIFICATION AND RELEASE

- I certify that the facts and information provided by me on this application, on other pre-employment documents, and in my employment interviews are true and complete and I agree that, if employed, incorrect, incomplete or falsified information will be grounds for my dismissal, regardless of when discovered. In this regard, where an item is left blank on the employment application, it is because there is no information within this scope.
- I understand that I may be required to take a physical examination before starting work if an offer of employment is made. I release and agree to indemnify Cedar Village, its authorized agents, and its employees and all other persons, companies, and other entities from any and all liability arising out of this physical examination.
- I authorize any reference, school, former employer or other person to disclose to Cedar Village, upon request, any information they may have about me and I release them from all liability disclosing such information to Cedar Village; I also release Cedar Village from all liability for obtaining such information.
- I understand that my employment by Cedar Village will be “at-will,” and may be terminated by either me or Cedar Village at any time, with or without cause and with or without notice at any time. I further understand that no employee or other representative of Cedar Village may make promises or agreements which alter the employment-at-will relationship; unless a specific agreement altering the employment-at-will relationship is memorialized in a written agreement signed by the Chief Executive Officer and me.
- I acknowledge that if employed I will be required to observe all present and subsequently issued personnel policies and procedures. I understand that such policies and procedures do not constitute a contract of employment between me and Cedar Village, and that Cedar Village may revise its policies and procedures at any time at its discretion.
- I understand that I will be required to submit to a drug screen prior to beginning employment with Cedar Village. I understand that I will not be considered for employment at Cedar Village if I fail to consent to testing, fail to authorize release of results or tamper with the results in any way. I understand that the unlawful manufacture, distribution, sale, possession, or use of controlled substances or illegal drugs by Cedar Village employees is prohibited at all times on Cedar Village property or otherwise.
- I understand that in consideration of Cedar Village’s residents, a smoke-free workplace is maintained.

Signature _____ Date _____

Life begins at Cedar Village.

PREEMPLOYMENT CONSENT AND RELEASE FORM

I, _____, hereby authorize and consent to the following investigations and/or requirements of employment:

- Bureau of Criminal Investigation and/or, if a resident of the State of Ohio for less than five years, an F.B.I. criminal investigation
- Submission of an acceptable medical examination, including a Tuberculosis (TB) test for the position for which I am applying
- Submission to, and successful results of a urine test for drug or substance presence, use, or abuse
- Successful completion of the training and orientation course for the position for which I am applying
- Satisfactory professional and personal references

I further authorize whoever performs examinations, tests, references, and screenings to release the results to Cedar Village. The results of the urine test may also indicate the use of legally prescribed medications taken under the direction of a physician.

NAME: _____

OTHER NAMES USED: _____

CURRENT STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PREVIOUS ADDRESS, IF AT PRESENT ADDRESS LESS THAN 5 YEARS:

I acknowledge that the information contained herein is requested and utilized only for the express reason of compliance with Federal, State, Local, or agency requirements for employment with our agency after a conditional offer of employment has been made, and to determine the eligibility of continued employment under these laws. I understand that the information may be used in any legal or other proceedings. I release Cedar Village or its authorized agents from any and all liability in connection with all aspects of such testing.

APPLICANT'S SIGNATURE: _____ DATE: _____

**AUTHORIZATION AND DISCLOSURE OF CONSUMER REPORT
AND INVESTIGATIVE CONSUMER REPORT
UNDER THE FAIR CREDIT REPORTING ACT**

Please be advised that one or more consumer reports may be obtained by Jewish Home of Cincinnati, d/b/a Cedar Village ("Cedar Village") for employment purposes prior to any offer and prior to other decisions relating to employment with Cedar Village.

These consumer reports may also include investigative consumer reports, including information obtained through interviews and concerning your character, general reputation, personal characteristics, and mode of living. If Cedar Village obtains an investigative report, you may request in writing, a complete and accurate disclosure of the nature and scope of the investigation requested in the investigative consumer report. A written summary of your rights under the Fair Credit Reporting Act is attached.

CONSENT

Please read carefully before signing

I hereby authorize Cedar Village to obtain consumer reports, including investigative consumer reports, concerning me for employment purposes at all times during the pendency of my application and, if I am hired, throughout the duration of my employment. If I am hired, this authorization shall remain on file and shall serve as ongoing authorization for Cedar Village to produce consumer reports, including investigative consumer reports, for lawful purposes at any time during my employment.

I hereby authorize any present or former employers, consumer reporting agencies, educational institutions, criminal justice agencies, departments of motor vehicles, public agencies, financial institutions, or any other person or agency having knowledge of me to relate information or opinions about me, including data received from other sources and including transcripts, in order that I may be evaluated for employment purposes. I hereby release these persons, agencies, and Cedar Village

Date

Signature

Print Name