



APPLICATION FOR EMPLOYMENT

Equal Opportunity Employer - All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

PERSONAL INFORMATION

Incomplete information could disqualify you from further consideration. Please complete all fields. If a field is left blank, indicate why or state "N/A" for not applicable.

Full Legal Name _____ Date _____

Physical Address _____

E-mail Address _____

Main Phone # _____ Secondary Phone # _____

Preferred method of communication? ☐ Text ☐ Email ☐ Phone Call

Are you eligible to work in the U.S? ☐ Yes ☐ No

Are you at least 18 years or older? (If no, you may be required to provide authorization to work.)
☐ Yes ☐ No

Have you ever been terminated from employment or asked to resign by an employer?
☐ Yes ☐ No

If yes, please provide company names and details _____

Can you work overtime, including weekends? ☐ Yes ☐ No

Are you able to perform the essential functions of the job for which you are applying, with or without a reasonable accommodation? ☐ Yes ☐ No

If you have any questions as to what functions are applicable to the position you are applying for, please ask the interviewer.

What languages do you speak, write, and read fluently? _____

By signing and submitting this application, you acknowledge that Greenridge Estates will administer an English proficiency exam if English is deemed an essential qualification of the job you are applying for.

EMPLOYMENT DESIRED

Date you can start _____ Hourly Rate/Salary desired _____

Position desired:

___ **Caregiver** - Assist resident with daily needs, including showers, toilet and bed transfers, laundry, and many other tasks as required.

___ **Med Aide** - Accurately and efficiently manage resident medications and vitals. Perform many other tasks as required.

___ **Cook** - Lead the kitchen in preparing and serving three tasty, nutritious meals daily while managing the diverse diet requirements of our residents.

___ **Dietary Aide** - Lead the dining room during meal service and cleanup, including dishwashing, vacuuming, and bussing. Perform many other tasks as required.

___ **Other**

Are you currently employed? ___ Yes ___ No

If so, is it your intent to continue employment at your current job and work for Greenridge Estates? ___ Yes ___ No

If applicable, may we inquire of your present employer? ___ Yes ___ No

What makes you excited about working for our company? _____

DAYS AND HOURS AVAILABLE

If employed, notification must be provided in writing should availability change.

___ Full Time ___ Part Time ___ Temporary

Day	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
From:							
To:							

Do you have a reliable method of getting to work on time? ___ Yes ___ No

How did you hear about us? ___ Walk In ___ Advertisement ___ Referral ___ Other

Have you ever worked for this company before? ___ Yes ___ No

If yes, explain _____

Do you know anyone who works for our company? ___ Yes ___ No

If yes, who? _____

EDUCATION Name and Location Number of Years Attended Degree

High School:

College:

EMPLOYMENT HISTORY Include your last seven (7) years of employment history, including periods of unemployment, starting with the most recent and working backwards in time.
Incomplete information could disqualify you from further consideration.

From _____ To _____ Employer Name _____ Telephone _____

Address _____ Job Title _____

Immediate Supervisor _____ Reason for Leaving _____

Summarize the Job Responsibilities _____

From _____ To _____ Employer Name _____ Telephone _____

Address _____ Job Title _____

Immediate Supervisor _____ Reason for Leaving _____

Summarize the Job Responsibilities _____

From _____ To _____ Employer Name _____ Telephone _____

Address _____ Job Title _____

Immediate Supervisor _____ Reason for Leaving _____

Summarize the Job Responsibilities _____

From _____ To _____ Employer Name _____ Telephone _____

Address_____ Job Title_____

Immediate Supervisor_____ Reason for Leaving_____

Summarize the Job Responsibilities_____

May inquire of your previous employers? ____ Yes ____ No

Do you have any special skills, experience and/or training that would enhance your ability to perform the position applied for? If yes, explain. _____

REFERENCES Give the names of three persons not related to you, whom you have known at least three (3) years.

Name_____ Address_____ Phone_____

Email_____ Company_____ Years Acquainted_____

Name_____ Address_____ Phone_____

Email_____ Company_____ Years Acquainted_____

Name_____ Address_____ Phone_____

Email_____ Company_____ Years Acquainted_____

Please read carefully before signing.

Greenridge Estates is an equal opportunity employer. Greenridge Estates does not discriminate in employment on account of race, color, religion, national origin, citizenship status, ancestry, age, sex (including sexual harassment), sexual orientation, marital status, physical or mental disability, military status or unfavorable discharge from military service.

I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for Greenridge Estates to hire me. If I am hired, I understand that Greenridge Estates is an at-will employer and can therefore terminate my employment at any time and for any reason, with or without cause and without prior notice. I understand that no representative of Greenridge Estates has the authority to make any assurance to the contrary.

I attest with my signature below that I have given to Greenridge Estates true and complete information on this application. No requested information has been concealed. I authorize Greenridge Estates to contact references provided for employment reference checks. If any information I have provided is untrue, or if I have concealed material information, I understand that this will constitute cause for the denial of employment or immediate dismissal.

I understand that should an employment offer be extended to me and accepted that I will fully adhere to the policies, rules, and regulations of employment. However, I further understand that neither the policies, rules, regulations of employment, or anything said during the interview process shall be deemed to constitute the terms of an implied employment contract.

Date _____ Signature _____

THIS APPLICATION IS VALID ONLY FOR 60 DAYS FROM THE DATE SIGNED AND DATED ABOVE.

Administration Use Only

Employed: YES [☐] NO [☐]

Job Title _____ Department _____

Date Beginning Employment _____

Compensation _____

Interviewed by _____ Date _____