

***Brookside/Dignity & Grace/Hillcrest***  
***Assisted Living Homes***

Application for Employment

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Last Name First Middle

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Street Address City State Zip Code

Primary Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_

Position Desired: \_\_\_\_\_ Date Available: \_\_\_\_\_

Salary Desired: \_\_\_\_\_

Type of Employment Desired:       Full Time     Part Time     Temporary/Casual

Are you legally eligible for employment in this country?     Yes     No

***Proof of U.S citizenship or immigration status will be required upon employment***

**SKILLS AND QUALIFICATIONS**

Summarize specific skills and qualifications from employment or other experiences that are related to the position for which you are applying

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## EMPLOYMENT HISTORY

Please provide a complete employment history. List all employers, assignments, or volunteer activities starting with most recent. Explain gaps in employment in comments section.

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Present/Recent Employer	Dates Employed
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Address	Telephone Number
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Job Title	Immediate Supervisor and Title
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Type of Employment:  Full Time     Part Time     Temporary     Other

Hourly Rate/Salary Starting: \_\_\_\_\_ Ending: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

If currently employed, may we contact for reference?     Yes     No

Summarize the nature of the work performed and job responsibilities:

  
  

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Next Previous Employer	Dates Employed
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Address	Telephone Number
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Job Title	Immediate Supervisor and Title
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Type of Employment:  Full Time     Part Time     Temporary     Other

Hourly Rate/Salary Starting: \_\_\_\_\_ Ending: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Summarize the nature of the work performed and job responsibilities:

  
  

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## EMPLOYMENT HISTORY

Next Previous Employer

Dates Employed

Address

Telephone Number

Job Title

Immediate Supervisor and Title

Type of Employment:  Full Time     Part Time     Temporary     Other

Hourly Rate/Salary Starting: \_\_\_\_\_ Ending: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Summarize the nature of the work performed and job responsibilities:

## REFERENCES

List three business/work references that are **not** related to you and **not** previous supervisors. If not applicable, list three school or personal references that are not related to you.

Name	Telephone	Years Known	Capacity to which this person observed your work.	Date Called (Comments below)

Comments from phone conversations with references: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**WORK AVAILABILITY**

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
From:							
To:							

Total hours a week available to work: \_\_\_\_\_

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**PLEASE READ THE FOLLOWING AND SIGN THE APPLICATION IN THE SPACES PROVIDED BELOW. IF YOU HAVE ANY QUESTIONS PLEASE SPEAK WITH THE HUMAN RESOURCES REPRESENTATIVE BEFORE SIGNING.**

I understand that employment by Brookside/Dignity & Grace/Hillcrest is “at will.” This means that the employment relationship can be ended by Brookside/Dignity & Grace/Hillcrest at any time for any reason with or without advanced notice and with or without cause. It also means that Brookside/Dignity & Grace/Hillcrest may revise and make exceptions to its policies practices, handbooks, manuals, rules, procedures, and regulations in whole or in part, at any time. I further understand that acceptance of an offer for employment does not create a contractual obligation upon Brookside/Dignity & Grace/Hillcrest to continue to employ me in the future or for any specific term.

If employed by Brookside/Dignity & Grace/Hillcrest, I agree to comply with all safety and health rules, company policies and procedure, and local, state, and federal laws pertaining to my employment. I understand and accept these as conditions of my employment should I be hired. I agree to photographs of myself used for Brookside/Dignity & Grace/Hillcrest advertisement.

I have reviewed this application carefully and hereby affirm that my statements and answers to all questions on this application are true and correct and that I have not knowingly withheld any fact or circumstance that, if disclosed, would affect my application unfavorably. I understand that any misstatement or omission of fact on this application may result in my application not being considered, and, if employed, may result in immediate dismissal.

**I HAVE READ AND AGREE TO THE ABOVE TERMS AND CONDITIONS**

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

By signing below, I hereby authorize Brookside/Dignity & Grace/Hillcrest to conduct an investigative and/or reference check as it deems appropriate. In the event that I am employed by Brookside/Dignity & Grace/Hillcrest, I hereby authorize Brookside/Dignity & Grace/Hillcrest to answer any inquiries regarding my employment, conduct, qualifications, and reason for leaving.

In exchange for being considered for employment, I hereby release Brookside/Dignity & Grace/Hillcrest, its employees and agents, or any other individual providing information about me to Brookside/Dignity & Grace/Hillcrest, from any liability arising from disclosure of such information.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date