

Covenant Place/Woods of Gardendale

APPLICATION FOR EMPLOYMENT

Referral Source: _____

Prospective employees will receive consideration without discrimination on the basis of race, color, creed, vet status, religion, national origin, sex, age, marital status, or disability. EOE

| | | | | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|----------------|------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|
| PERSONAL | Last Name | First | M | Date | |
| | Street Address | | | Home Telephone () | |
| | City, State, Zip | | Email Address: | | Business Telephone or Cell () |
| | Have you ever filed an application with us? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | Social Security # | |
| | Have you ever been employed with us? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when? | | | | |
| | Position applying for: | | | Minimum rate or pay you will accept | |
| | Are you Available: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> PRN (as needed) | | | Shifts <input type="checkbox"/> 1st <input type="checkbox"/> 2nd <input type="checkbox"/> 3rd <input type="checkbox"/> weekends | |
| | Are you legally eligible for employment in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No (Proof of citizenship or immigration status will be required upon employment) | | | When would you be available to begin work? | |
| | Have you been convicted of a crime? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes please explain (Conviction will not necessarily disqualify an applicant from employment) | | | Have you been bonded? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| | Who should we notify in case of an emergency: Address | | | Phone () | |
| Are there any other experiences, skills, or qualifications which you feel would especially fit you for work with our organization? | | | | | |
| Are you related to anyone who is currently employed by or a resident of Covenant Place or Covenant Woods? <input type="checkbox"/> Yes <input type="checkbox"/> No Name(s): | | | | | |

| EDUCATION | SCHOOL | NAME AND ADDRESS OF SCHOOL | COURSE OF STUDY | CIRCLE LAST YEAR COMPLETED | | | | DID YOU GRADUATE | DEGREE OR DIPLOMA |
|-----------|-------------------------------|----------------------------|-----------------|----------------------------|----|----|----|------------------|-------------------|
| | HIGH SCHOOL | | | 9 | 10 | 11 | 12 | | |
| | COLLEGE | | | 1 | 2 | 3 | 4 | | |
| | POST GRADUATE | | | 1 | 2 | 3 | 4 | | |
| | VOCATIONAL OR OTHER (SPECIFY) | | | 1 | 2 | 3 | 4 | | |

EMPLOYMENT

Start with your present employer.

| | | | | |
|---|--------------------|--------------------|-------|----------------|
| 1 | Employer | Date employed | | Work Performed |
| | | From | To | |
| | Address | Hourly Rate/Salary | | |
| | Telephone Number | Starting | Final | |
| | Job Title | Supervisor | | |
| | Reason For Leaving | | | |
| 2 | Employer | Date employed | | Work Performed |
| | | From | To | |
| | Address | Hourly Rate/Salary | | |
| | Telephone Number | Starting | Final | |
| | Job Title | Supervisor | | |
| | Reason For Leaving | | | |
| 3 | Employer | Date employed | | Work Performed |
| | | From | To | |
| | Address | Hourly Rate/Salary | | |
| | Telephone Number | Starting | Final | |
| | Job Title | Supervisor | | |
| | Reason For Leaving | | | |
| 4 | Employer | Date employed | | Work Performed |
| | | From | To | |
| | Address | Hourly Rate/Salary | | |
| | Telephone Number | Starting | Final | |
| | Job Title | Supervisor | | |
| | Reason For Leaving | | | |

PERSONAL REFERENCES (Not Former Employers or Relatives)

| | Name and Occupation | Address | Phone Number |
|---|---------------------|---------|--------------|
| 5 | | | |
| 6 | | | |
| 7 | | | |

We may contact the employers and references listed above unless you indicate those you do not want us to. (Employers listed may be contacted after an offer of employment.)

| | |
|-----------------------|------------------------------------|
| Do Not Contact | Employer/Reference Number(s) _____ |
| | Reason _____ |

Below are some of the working conditions at Covenant Place/Covenant Woods. If you have any objections, please circle "No" and explain the nature of the objection.

Note: An objection does not necessarily disqualify an applicant from consideration.

Would you be willing to:

| | | |
|------------------------------------------------------------------------------------|------------|-----------|
| Work overtime when needed? | YES | NO |
| Work holidays? | YES | NO |
| Work a schedule that changes from week to week? | YES | NO |
| Interrupt your break to help a customer? | YES | NO |
| Be at work on time every time? | YES | NO |
| Report to work and remain free from being under the influence of drugs or alcohol? | YES | NO |
| Wear safety equipment required for your job? | YES | NO |

RATE YOURSELF

Circle the number that best describes you. One is average, five is excellent.

| | | | | | |
|----------------------|---|---|---|---|---|
| FRIENDLINESS: | 1 | 2 | 3 | 4 | 5 |
| HELPFULNESS: | 1 | 2 | 3 | 4 | 5 |
| WORK ETHIC: | 1 | 2 | 3 | 4 | 5 |
| HONESTY: | 1 | 2 | 3 | 4 | 5 |
| TEAM PLAYER: | 1 | 2 | 3 | 4 | 5 |

Please explain objections you may have to any of the conditions noted above, such as the desire for a part-time schedule.

THIS WORK IS HARD AND OUR STANDARDS ARE HIGH

As you can see, we are looking for friendly, enthusiastic employees who really like helping people and working hard in a fast-paced, ever changing environment. If you are willing to accept the Covenant Place/Covenant Woods challenge, we will work just as hard for you. We offer state of the art training, great benefits, and the opportunity for a rewarding career.

ARE YOU UP TO THE CHALLENGE?

APPLICANT'S STATEMENT

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge. I understand that, if employed, falsified statements on this application may result in disciplinary action up to and including termination.

I hereby authorize all of my present and former employers, school authorities and persons listed as personal references to furnish Covenant Place/Covenant Woods or any agent acting on its behalf, information concerning my personal character, work habits and employment record (such as a statement of the reasons for the termination or separation of my employment), work performance, abilities, and other qualities pertinent to my qualifications for employment. I hereby release all such persons and Covenant Place/Covenant Woods' and their respective officers, directors, employees, or agents, in both their individual and representative capacities, from any and all liability for damages of whatever nature arising from furnishing or receiving the requested information.

Covenant Place/Covenant Woods is hereby authorized to make any investigation of my personal history and financial and credit record through any investigative or credit agencies or bureaus of Covenant Place/Covenant Woods' choice. I also understand that, upon written request, I will be informed if a consumer credit report was requested, and if such a report was requested, I will be told the name and address of the agency furnishing the report.

I understand that by signing this form, I consent to taking any blood, "breath-analyzer" or urinalysis tests required by Covenant Place/Covenant Woods as part of the pre-employment procedures or otherwise. I authorize release of any test results to Covenant Place/Covenant Woods. If hired by Covenant Place/Covenant Woods, I consent to drug and alcohol testing and release any test results to Covenant Place/Covenant Woods and release Covenant Place/Covenant Woods, its agents, officers, and employees from liability in connection with or as a result of drug and alcohol testing. **I understand that if I refuse to submit to and cooperate with drug or alcohol testing or if the test results are positive, I forfeit any opportunity to work for Covenant Place/Covenant Woods.**

I also understand that all employment with Covenant Place/Covenant Woods and its subsidiaries is 'at will' and may be terminated by Covenant Place/Covenant Woods at any time and for any reason or no reason at all with or without notice.

Covenant Place/Covenant Woods is an equal opportunity employer. Our policy is to consider all applicants for employment based on their qualifications and our current job vacancies. Applicants are considered without regard to race, color, religion, sex, national origin, age, disability, or marital status or any other category that may be protected under applicable law.

My signature is evidence that I have read and agree with the above statements.

Applicants Signature

Date

FOR PERSONNEL DEPARTMENT USE ONLY

Abuse Registry:

Date and Time of Call: _____

- On Registry
 Not on Registry

CNA Certification:

- Active
 In-Active
 Not Registered

Expiration Date: _____



Fax Order Form

Date: _____
Requestor: Rosie M. Ross
Telephone: (205) 608-2200

Account #: SS493-286
Company: Covenant Place of Gardendale

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Applicant information (Please print clearly.)

First Name: _____ Middle Name: _____ Last Name: _____

Address: _____ City: _____ ST/Zip: _____

Maiden/Other name used: _____ Dates used: _____

Date of birth (for Criminal Check only): ____/____/____ SSN: _____

Driver's License #: _____ ST: _____

SERVICES:

County Criminal History City: _____ State: _____ // City: _____ State: _____

State Criminal History State: Alabama // State: _____

Nationwide Criminal Search (NationScan)

Special Notes: _____

**For questions or to add a service to your form please contact Client Services at
800.725.5051, Option 2**

FOR PROCESSING FAX TO : 800.582.5068