



APPLICATION FOR EMPLOYMENT

Our application form is used to evaluate qualifications for determining the essential job functions for employment. Complete all sections of this application form. False or misleading information during the interview and/or on this application may be reasons for termination. Please notify the person that gave you the application form if you need any assistance in filling out the application form or have questions regarding the employment process. Every effort will be made to accommodate your needs in a reasonable amount of time.

Qualified applicants will receive consideration without discrimination because of sex, marital status, race, age, creed national origin or disabilities as an equal opportunity employer.

PERSONAL INFORMATION

DATE OF APPLICATION: _____

Name:

.....
Last

.....
First

.....
Middle

Address:

.....
Street

.....
(Apt)

.....
City, State

.....
Zip

Social Security #
.....

Have you worked at Salem before? If so, when:
.....

Contact Information:

()

.....
Home Telephone

()

.....
Mobile

.....
Email

How did you learn about our company?
.....
.....

POSITION/SHIFT?: _____

Available Start Date: _____

Desired Pay Range: _____

By Hour or Salary

Are you currently employed? _____

Full-time or Part-time _____ **Are you related to anyone at Salem? If so, please give names and how they are related.** _____

Have you ever been convicted of a crime? If so, please explain _____

EDUCATION

High School			
College or University			
Specialized Training, Trade School, etc...			

Please list your areas of highest proficiency, special skills or other items that may contribute to your abilities in performing the above mentioned position.

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PREVIOUS EXPERIENCE

Please list beginning from most recent

Dates Employed	Company Name/Address/Phone #	Role/Title

Job notes, tasks performed and reason for leaving:

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Dates Employed	Company Name/Address/Phone #	Role/Title

Job notes, tasks performed and reason for leaving:

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Dates Employed	Company Name/Address/Phone #	Role/Title

Job notes, tasks performed and reason for leaving:

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REFERENCES

Give three references who are not relatives or a previous employer:

Name	Address
Occupation	Telephone

Name	Address
Occupation	Telephone

Name	Address
Occupation	Telephone

If you are applying for an RN, LPN, CMA, CNA or other position requiring a license or registration number, please complete the following.

License #	Expiration Date
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Provide here any statements of added information that you feel would better your application or make us more aware of your abilities, desires or circumstances:

I certify that I have read and understand the applicant note on page one of this form and that the answers given by me to the forgoing questions and the statements made by me are complete and true to the best of my knowledge and belief. I understand that any false information, omissions, or misrepresentations of facts called for in this application may result in rejection of my application or discharge at any time during my employment.

I authorize Salem Home and/or its agents, including consumer reporting bureaus, to verify any of this information including, but not limited to, criminal history and motor vehicle driving records. I authorize all persons, schools, companies and law enforcement authorities to release any information concerning my background and hereby release any said persons, schools, companies and law enforcement authorities from any liability for any damage whatsoever for issuing this information.

Salem Home is a drug-free workplace. Applicants who have been offered a position with Salem Home must submit to a drug screen and criminal history background check prior to their first day on the job. All expenses incurred in the drug testing and background check will be the responsibility of Salem Home.

Your employment with Salem Home is voluntarily entered into and you are free to resign at any time. Similarly, Salem home is free to conclude an employment relationship where it believes it is in the corporation's best interest at any time. While we hope our relationship will be long and mutually beneficial, it should be recognized that neither you, nor Salem Home, have entered into any contract of employment, express or implied. Our relationship is and will always be one of voluntary employment.

Applicant Signature

Date