



ST. LEONARD'S HOME INC.

Employment Application

Thank you for your interest in St. Leonard's Home, Inc. as a potential employer. We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected class.

Please, follow these instructions when completing your application:

1. Print legibly in ink or type all required information.
2. Provide all information required to evaluate your job qualification. You may attach a resume. A resume does not substitute for an application.
3. An incomplete application will not be considered

APPLICANT INFORMATION

Last Name _____ First _____ M.I. _____ Other Names _____

Street Address _____ Apartment # _____

City _____ State _____ ZIP Code _____

Home Phone Number _____ Cell Phone Number _____

Alternate Phone Number _____ E-mail Address _____

Date Available _____ Social Security No. _____ Desired Salary \$ _____

Position Applied for _____ Date _____

Are you a citizen of the United States? Yes No If no, are you authorized to work in the U.S.? Yes No

Have you ever worked for this company? Yes No If so, when? _____

Have you ever been convicted of a felony? Yes No If yes, explain: _____

Are you related to any of our current employees? Yes No If yes, provide name: _____

How did you learn about this employment opportunity? _____

If you are under 18 years of age, do you have a work permit? Yes No Do you have a valid PA drivers license and automobile insurance? Yes No

Type of employment desired: Full-time Part-time Occasional

Shift desired: any _____ 6:30 am – 2:30 pm 2:30 pm – 10:30 pm 10:30 pm – 6:30 am

EDUCATION

High School _____ must provide proof of graduation or GED

From _____ To _____ Did you graduate? Yes No GED: Yes No

College _____

From _____ To _____ Did you graduate? Yes No Degree _____

Check Active certificates: _____First Aide _____CPR _____Diabetes Training _____Medication Administration

ADDITIONAL INFORMATION

Note any additional information relevant to the position for which you are applying that may be helpful to us in considering your application. Summarize special job-related skills and qualifications:

REFERENCES

Please list two work-related references who are not related to you.

Full Name _____ Relationship _____

Company _____ Phone _____

Address _____

Full Name _____ Relationship _____

Company _____ Phone _____

Address _____

PREVIOUS EMPLOYMENT (start with your present or most current job)

1. Company _____ Phone _____

Address _____ Supervisor _____

Job Title _____ Starting Salary \$ _____ Ending Salary \$ _____

Employment dates: From _____ To _____ Reason for leaving _____

Responsibilities _____

May we contact your previous supervisor for a reference? Yes No

2. Company _____ Phone _____

Address _____ Supervisor _____

Job Title _____ Starting Salary \$ _____ Ending Salary \$ _____

Employment dates: From _____ To _____ Reason for leaving _____

Responsibilities _____

May we contact your previous supervisor for a reference? Yes No

3. Company _____ Phone _____

Address _____ Supervisor _____

Job Title _____ Starting Salary \$ _____ Ending Salary \$ _____

Employment dates: From _____ To _____ Reason for leaving _____

Responsibilities _____

May we contact your previous supervisor for a reference? Yes No

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application (or its supplements) for employment as may be necessary in arriving at a decision. In exchange for St. Leonard's Home, Inc, agreement to receive, process, and consider my application for employment, I hereby release St. Leonard's Home, Inc. and any and all persons or organization contacted by St. Leonard's Home, Inc. from any and all claims or causes of action arising out of St. Leonard's Home, Inc. verification of the information I have provided in this application and/or its determination of my qualifications and abilities.

This application will be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time should inquire as to whether or not applications are still being accepted at that time.

I hereby understand and acknowledge that any employment relationship with this organization is of an "at-will" nature, which means that the Employer may discharge the Employee at any time with or without cause. It is further understood that this "at-will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application (or supplements to it) of interview(s) may result in discharge. If employed by St. Leonard's Home, Inc., I agree to abide by its policies and procedures. I understand that St. Leonard's Home will obtain a report of criminal history information from the Pennsylvania State Police. In some cases, a Federal Bureau of Investigation Report, A D.M.V. Report and a credit check will be required in accordance with requirements of the Pennsylvania Older Adults Protective services Act. I agree to provide necessary information for these reports.

Signature of Applicant _____ Date _____

Applicant's Name (please print) _____