



New Hope Manor

Application for Employment

New Hope Manor, Inc. is an Equal Opportunity Institution and EEO/Affirmative Action Employer committed to excellence through diversity. Employment offers are made without regard to race, sex, color, creed, religion, national or ethnic origin, disability, age, genetics, veteran status, marital status, sexual orientation, or any other basis protected by law.

Position(s) Applied For: _____ Date of Application: _____

How Did You Learn About Us? Advertisement (where? _____) Relative Inquiry
 Employment Agency (_____) Current Employee (_____) Other, explain _____

Applicant Full Name:		Pronouns:	
Street Address:		City, State & Zip:	
Primary Phone: <input type="checkbox"/> Cell <input type="checkbox"/> Home <input type="checkbox"/> Work		Secondary Phone: <input type="checkbox"/> Cell <input type="checkbox"/> Home <input type="checkbox"/> Work	
Email Address:			
Are you currently employed? <input type="checkbox"/> Yes <input type="checkbox"/> No Company name:		If YES, what is your current job title & department?	
Have you ever been employed by New Hope Manor? <input type="checkbox"/> Yes <input type="checkbox"/> No		If YES, dates of employment & reason for leaving:	
Are you related to any current New Hope Manor employee? <input type="checkbox"/> Yes <input type="checkbox"/> No		If YES, their name & their relationship to you?	
If required for position, do you have a valid driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No		If hired, how soon could you start employment with us?	

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? YES NO

EDUCATION

Name of School	City/State	Course of Study/Major	Degree received
High School:			
GED:			
Other School:			
College:			

SKILLS: Please list clinical skills, technical skills, clerical skills, trade skills, etc., relevant to this position. Include computer systems and software packages of which you have a working knowledge, and note your level of proficiency (basic, intermediate, expert), etc.

WORK EXPERIENCE: Please detail your entire work history. Begin with your current or most recent employer. Attach additional sheets if necessary. Omission of prior employment may be considered falsification of information. Please explain any gaps in employment. Include volunteer commitments. You may put “see attached resume” however, if there is any information missing from the resume, add below (such as reason for leaving, salary, etc.). **PLEASE NOTE:** New Hope Manor reserves the right to contact current and former employers for reference information. Please advise us if you do not want your current employer contacted.

Dates Employed From: To:	<input type="checkbox"/> Full time <input type="checkbox"/> Part-time If part-time, # hrs./wk:	Title:
Organization Name and Address:		
Supervisor's Name, Title and Phone #:	Other Reference Name, Title and Phone #:	Contact my current references: <input type="checkbox"/> At any time <input type="checkbox"/> Only if I am a finalist candidate
Primary duties:		Reason for Leaving:

Dates From: To:	<input type="checkbox"/> Full time <input type="checkbox"/> Part-time If part-time, # hrs./wk:	Title:
Organization Name and Address:		
Supervisor's Name, Title and Phone #:	Other Reference Name, Title and Phone #:	Contact my current references: <input type="checkbox"/> At any time <input type="checkbox"/> Only if I am a finalist candidate
Primary duties:		Reason for Leaving:

Dates Employed From: To:	<input type="checkbox"/> Full time <input type="checkbox"/> Part-time If part-time, # hrs./wk:	Title:
Organization Name and Address:		

Supervisor's Name, Title and Phone #:	Other Reference Name, Title and Phone #:	Contact my current references: <input type="checkbox"/> At any time <input type="checkbox"/> Only if I am a finalist candidate
Primary duties:		Reason for Leaving:

Dates Employed From: To:	<input type="checkbox"/> Full time <input type="checkbox"/> Part-time If part-time, # hrs./wk:	Title:
Organization Name and Address:		
Supervisor's Name, Title and Phone #:	Other Reference Name, Title and Phone #:	Contact my current references: <input type="checkbox"/> At any time <input type="checkbox"/> Only if I am a finalist candidate
Primary duties:		Reason for Leaving:

If hired, can you present evidence of your identity and legal right to work in this country? Yes, No.

Will the commute here be **any** problem for you? Yes, explain _____ No Maybe, explain _____

REFERENCES: (PROFESSIONAL) *Please make sure you provide a valid email address for all references.*

1. Name _____ Title _____
 Address _____
 Phone # () _____ Email: _____

2. Name _____ Title _____
 Address _____
 Phone # () _____ Email: _____

3. Name _____ Title _____
 Address _____
 Phone # () _____ Email: _____

REFERENCES: (PERSONAL)

1. Name _____ Email: _____
 Address _____
 Phone # () _____

APPLICANT’S STATEMENT:

I certify that the answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

As part of the hiring process, I authorize New Hope Manor to do a background check, including but not limited to ADP Easy Hire. I agree to submit to a drug test as part of the hiring process and understand that a positive result may influence the decision to hire. I also understand that New Hope Manor, Inc. is an alcohol, tobacco, and drug free workplace.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is an “at will” nature, which means that the Employee may resign at any time and the Employer may discharge 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. This application is not intended to be a contract of employment or a legal document.

In the event of employment, I understand that false or misleading information given in my application and/or interview(s) may result in discharge. I understand that I am required to abide by all rules and regulations of the employer.

Applicant’s Signature

Date

We are an Equal Opportunity Employer