

**THE VILLAGE AT MORRISONS COVE  
EMPLOYMENT APPLICATION**

The Village at Morrisons Cove is an Equal Opportunity Employer. Federal and State laws prohibit discrimination in employment practices because of race, color, religion, age, handicap, disability, sex or natural origin. No question on this application is asked for the purpose of limiting or excluding any applicant from consideration for employment based upon any of the above factors. The Village at Morrisons Cove hires only United States citizens and lawfully authorized alien workers.

**PLEASE PRINT**

**Personal Data**

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Last) (First) (Middle)

**Current Address:** \_\_\_\_\_ **SS#:** \_\_\_\_\_  
\_\_\_\_\_ **Phone#:** \_\_\_\_\_

**Position Applying For:** (1) \_\_\_\_\_  
(2) \_\_\_\_\_

**Employment Availability:** \_\_\_\_\_ **Full Time** \_\_\_\_\_ **6:30 a.m. – 2:30 p.m.**  
\_\_\_\_\_ **Part Time** \_\_\_\_\_ **2:30 p.m. – 10:30 p.m.**  
\_\_\_\_\_ **Casual** \_\_\_\_\_ **10:30 p.m. – 6:30 a.m.**  
\_\_\_\_\_ **Temporary** \_\_\_\_\_ **Rotating Shifts**  
\_\_\_\_\_ **Weekends**

**Have you ever worked for us before?** \_\_\_\_\_ **If yes, when?** \_\_\_\_\_

**If hired, on what date will you be available to start work?** \_\_\_\_\_

**Are there any experiences, skills or qualifications which you feel would especially fit you for work within the Village?** \_\_\_\_\_

**If the position requires a license, certification or degree (such as RN, CNA, BSW, etc.), please state whether you have the required document.** Yes \_\_\_\_\_ No \_\_\_\_\_

**If hired, do you have a reliable means of transportation to get to work?** Yes \_\_\_\_\_ No \_\_\_\_\_

**Can you perform the fundamental job duties as outlined in the job description with or without accommodations?** With \_\_\_\_\_ Without \_\_\_\_\_

**Have you ever been dismissed from employment due to abuse or alleged abuse of a resident?**  
Yes \_\_\_\_\_ No \_\_\_\_\_

**All applicants are required to submit a Criminal History Report. Conviction of one or more of the crimes listed in the older Adult Protective Services Act will result in denial of employment.**

**Have you been a Pennsylvania resident for 24 consecutive months immediately preceding the date of this application?** Yes \_\_\_\_\_ No \_\_\_\_\_

**YES NO Have you used any names or Social Security Numbers other than given above? If so, please list comments below.**

**YES NO Have you ever been convicted of or served time for a felony or misdemeanor? If so, please describe in the boxes below. (In accordance with company policy this information will be reviewed for job relatedness and time since last conviction.)**

INCIDENT	CITY/STATE	CHARGE

**COMMENTS:** \_\_\_\_\_

**Are you a citizen of the United States or permitted to work in the United States?** \_\_\_\_\_

## EDUCATION

	NAME & CITY	COURSE OF STUDY	# YRS COMPLETED	DID YOU GRADUATE
<b>HIGH SCHOOL</b>				
<b>COLLEGE</b>				
<b>OTHER</b>				
<b>OTHER</b>				

Are you at least 18 years of age? \_\_\_\_\_

List any relatives working for the Village: \_\_\_\_\_

**Note:** This application will be kept on file for one year from date signed, unless notified by applicant to remove it.

## WORK EXPERIENCE

**Complete all present and past employment, beginning with the most recent:**

1. Name of Current Employer: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Dates Employed: From: \_\_\_\_\_ To: \_\_\_\_\_ Rate: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Supervisor's Name: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_
  
2. Name of Employer: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Dates Employed: From: \_\_\_\_\_ To: \_\_\_\_\_ Rate: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Supervisor's Name: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_
  
3. Name of Employer: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Dates Employed: From: \_\_\_\_\_ To: \_\_\_\_\_ Rate: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Supervisor's Name: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Please check employers we may contact: \_\_\_\_\_ (1) \_\_\_\_\_ (2) \_\_\_\_\_ (3)

## EMPLOYMENT REFERENCES

- (1) Name: \_\_\_\_\_ Occupation: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone: \_\_\_\_\_
  
- (2) Name: \_\_\_\_\_ Occupation: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone: \_\_\_\_\_
  
- (3) Name: \_\_\_\_\_ Occupation: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**PLEASE READ CAREFULLY – APPLICANT’S CERTIFICATION AND AGREEMENT**

I understand that in exchange for agreement by The Village at Morrisons Cove to receive, process, and consider my application for employment, I hereby release The Village at Morrisons Cove and any and all persons or organization The Village may contact, from any and all claims or causes or action arising out of The Village’s verification of the information I have provided in this application and/or any or all claims or causes of action arising out of The Village’s determination of my qualifications and abilities. I understand that employment at The Village at Morrisons Cove continues only as long as the Employees and The Village at Morrisons Cove wish it to continue. I understand that if I am hired, either I or The Village at Morrisons Cove may terminate my employment at any time for any or no reason. I further understand that misrepresentation of facts is sufficient cause to reject this application or discharge from employment if I am employed based on the facts found in this application.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date