



# WOODHAVEN

RETIREMENT COMMUNITY

## APPLICATION FOR EMPLOYMENT

We are committed to a policy of Equal Employment Opportunity and will not discriminate on a legally recognized basis, including, but not limited to, race, age, color, religion, sex, marital status, national origin, citizenship, ancestry, physical or mental disability, veteran status or any other basis recognized by federal, state or local law.

### PERSONAL BACKGROUND

DATE \_\_\_\_\_

Name \_\_\_\_\_ Social Security# \_\_\_\_\_  
 Last First Middle

Address \_\_\_\_\_  
 Street City State Zip Code

Phone No. (\_\_\_\_) \_\_\_\_\_ Referred by \_\_\_\_\_

Position Applying for \_\_\_\_\_ Date you can start \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Full Time  Part Time  Hours Available \_\_\_\_\_ Desired Wage \_\_\_\_\_

Is there any reason we may not inquire of your present employer or prior employers? If yes, please explain: \_\_\_\_\_

Have you ever been convicted of a felony?

Yes  No

If yes, please describe fully the criminal convictions(s), listing the nature of the offense(s) and your rehabilitation since the conviction(s).

May we request verification of your criminal record from the Michigan State Police?

Yes  No

Educational Background	Name and Location of School	Circle Highest Grade Completed	Major Area of Study
High School		9 10 11 12/GED	
College		1 2 3 4	
Trade, Business or Graduate School			

Specialized technical skills (e.g. licensed nurse, certified nursing assistant, computer skills, chauffeur's license, etc)

<b>WORK EXPERIENCE</b> (Please list below your last four employers, starting with your present or last place of employment.) You may include any verifiable work performed on a volunteer basis, internship or military service.					
<b>Date Mo./Yr.</b>	<b>Name and Address of Employer</b>	<b>Hourly Rate</b>	<b>Position</b>	<b>Name of Supervisor</b>	<b>Reason for Leaving</b>
Fr.					
To.					
Fr.					
To.					
Fr.					
To.					
Fr.					
To.					

**REFERENCES**

Please give the names of three additional work-related references whom we may call. Please do not list relatives. Individuals with no prior work experience may list school or volunteer-related references.

	<b>Name &amp; Position</b>	<b>Company</b>	<b>Telephone Number</b>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

**APPLICANT CERTIFICATION - PLEASE READ CAREFULLY**

I understand that this application is not a contract, offer or promise of employment. I acknowledge that employment with the company is on an employment at will basis. This means that my employment with the company can be terminated at any time, with or without cause or advance notice and acceptance of employment is not a contract of employment for any specified time. Similarly I am free to terminate my employment with the company at any time for any reason. This at will provision may be modified or waived only in a written agreement signed by Woodhaven's Executive Director and me.

I further understand that I am responsible for being familiar with Woodhaven rules and regulations, and I understand that Woodhaven has complete discretion to modify its policies, rules regulations and practices at any time, to the extent permitted by federal, state and local law, except that it will not modify its policy of employment at will. By my continued employment with Woodhaven, I consent to any such changes.

I certify that the above information is complete and accurate to the best of my knowledge. I understand that any falsification, misrepresentation or omission of information on this form or relating to my application of employment may result in my denial of employment, or if employed, my immediate dismissal.

I hereby authorize Woodhaven or its agents to confirm all statements contained in this application and/or resume to the extent permitted by federal, state or local law. I release all parties from any liability arising out of this provision and the use of such information.

**Applicant's Signature** \_\_\_\_\_

**Date** \_\_\_\_ / \_\_\_\_ / \_\_\_\_