

Friendship Manor

Phone: 801-582-3100

FAX: 801-583-0412

APPLICATION FOR EMPLOYMENT

Federal Law prohibits on the basis of race, color, religion, disability, sex or national origin as well as discrimination on the basis of age against persons between the age of 40 and 65 inclusive. Some state and city legislation prohibits discrimination because of age, marital status, sexual preference, race, color, religion, sex or national origin. Consult your council for further interpretation.

PERSONAL

First Name _____ Middle _____ Last _____

Address _____ City _____ State _____ Zip _____

Telephone _____ Social Security # _____ Are you at least 14 years old? Yes No

U.S. Citizen? Yes No If no, do you have the right to work in the U.S.? Yes No Desired Salary _____

Lowest Acceptable Salary _____ How many addresses have you had in the past 5 years? _____

Do you have a reliable means of transportation to get to work? Yes No

How did you find out about this job? _____

EMPLOYMENT DATA

Are you seeking: Temporary Part Time Full Time What position are you applying for? _____

What hours and shifts would you prefer to work? _____

Please indicate any shifts you would not be available to work _____

Are you willing to work overtime? Yes No Are you willing to work weekends? Yes No

Experience, training, skills: _____

Are you currently employed? Yes No When would you be able to start? _____

Have you ever worked for this company before? Yes No Have you been layoff and are subject to recall? Yes No

List and friends or relatives employed by this company _____

Have you ever been discharged or asked to resign from any position? Yes No If yes, please explain: _____

EDUCATION

Please circle the highest level attained

Elementary 1 2 3 4 5 6 7 8 High School 9 10 11 12 G.E.D.

School Name and City: _____

College 1 2 3 4 5 6 Associates degree Yes No Bachelors degree Yes No

School Name and City: _____

Degree/Major of study: _____

MILITARY SERVICE

Are you a veteran? Yes No If yes, give dates of service: From _____ To _____

Special Skills or training: _____

Why are you seeking a new position at this time: _____

What job have you enjoyed the most and why: _____

List any outside interests or organizations you are active in: _____

Have you ever been convicted of a felony? Yes No On Parole? Yes No Awaiting Trial? Yes No If yes, state the nature of the offense and disposition of the case. Include dates and places. Felony convictions or the existence of a

criminal record does not constitute an automatic bar to employment. _____

WORK HISTORY

1. Company: _____ Address: _____ Phone#: _____
Job Title: _____ Reason for leaving: _____
Supervisor and Title: _____ Time worked there: From _____ To _____
Describe duties performed: _____ Salary: Starting _____ Ending _____

2. Company: _____ Address: _____ Phone#: _____
Job Title: _____ Reason for leaving: _____
Supervisor and Title: _____ Time worked there: From _____ To _____
Describe duties performed: _____ Salary: Starting _____ Ending _____

3. Company: _____ Address: _____ Phone#: _____
Job Title: _____ Reason for leaving: _____
Supervisor and Title: _____ Time worked there: From _____ To _____
Describe duties performed: _____ Salary: Starting _____ Ending _____

4. Company: _____ Address: _____ Phone#: _____
Job Title: _____ Reason for leaving: _____
Supervisor and Title: _____ Time worked there: From _____ To _____
Describe duties performed: _____ Salary: Starting _____ Ending _____

May we contact the employers listed above? Yes No If no, tell us which one not to contact and why: _____

How many job have you had in the last 10 years that are NOT listed above? _____

I authorize this company to make an investigation of all information contained in this application for employment and I release from all liability all parties supplying such information. I understand that any false answers, statements or implications made by me on this application or other required documents shall be considered sufficient cause for denial of employment or discharge. Upon termination of my employment for whatever reason, I release this company from all liability for supplying any information concerning my employment to any potential employer. I authorize this company, if applicable, to request a copy of my credit report, motor vehicle driving record and any other investigation report they deem necessary through various third party sources. Upon my formal written request, within a reasonable amount of time, I will be notified as to the nature and scope of such investigation. I hereby agree to submit to any drug test that may be required of me; whether prior to my employment or if employed by this company at any time thereafter. If requested, I will take a physical examination post job offer and employment will be conditional upon passing such an examination. During such employment, I understand and agree that in the event that I receive medical treatment for any condition, including a physical, psychological, emotional, or psychiatric condition that is job related, I hereby authorize the limited release and exchange of such medical information relating to my condition between treatment provider and a company designated physician. I further understand that this is an application for employment and that no employment contract is being offered. I understand that if I am employed, such employment is for an indefinite period of time and that the company may change wages, benefits and conditions at any time. My employment is at will. I have read and understand the above.

Applicant's Signature: _____ Date: _____

Please check over your application for errors, be sure it is filled completely and signed and return it to the interviewer.