



**UNITED
CHURCH
HOMES AND
SERVICES**

Quality. Warmth. Value.

Application for Employment

TO APPLICANT: We deeply appreciate your interest in United Church Homes and Services and assure you that we are sincerely interested in your qualifications. A clear understanding of your background and work history will aid us in placing you in a position that best meets your qualifications. Applicants will be considered for job openings for a period of sixty (60) calendar days. Any applicant who desires further consideration must contact the office in which they applied, at that time.

United Church Homes and Services is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, gender, national origin, disability, veteran status or age. United Church Homes and Services is a drug free workplace.

INCOMPLETE APPLICATIONS MAY NOT BE CONSIDERED. Place "N/A" in blanks that do not apply.

Please Print Clearly

Date of Application: _____

General Information

Name _____ Social Security # _____
 (First) (Middle) (Last)

Street Address _____ How Long? _____

City, State, Zip _____ Telephone # (____) _____

Please list all addresses you have lived at during the past **5** years:

Previous Address _____ City/State _____ How Long? _____

Previous Address _____ City/State _____ How Long? _____

Previous Address _____ City/State _____ How Long? _____

Have you been employed using a different name or social security number? _____

Position Applied For _____ Rate of Pay Expected ____ per ____

[] Full-time [] Part-time: If part time, specify days and hours: _____

Shift Preference: [] Any Shift [] 1st Shift [] 2nd Shift [] 3rd Shift

What is your available start date? _____

List any problems you have with the position for which you are applying related to shifts, days of work, overtime, weekend duty, etc. _____

Are you able to perform the tasks required in the position for which you are applying, with or without accommodation? _____

Do you have transportation to and from work? Yes No
 Were you previously employed by a United Church Homes and Services facility?
 Yes No If yes, when and where: _____

If you are under eighteen (18) years of age, can you provide required proof of your eligibility to work? Yes No

Note: Any applicant for employment who willfully furnishes, supplies or otherwise gives false information on an employment application that is the basis for a criminal history record check under this section shall be guilty of a Class A1 misdemeanor. [VA sect. 63.1-173.2, 63.1-189.1, 63.1-194.13]

Have you ever been convicted of a felony? Yes No

If yes, explain: _____

Have you ever been convicted of a child abuse or sex related crime? Yes No

If yes, explain: _____

Are you related to anyone employed by us? Yes No

If yes, give their name and department: _____

How did you learn of the position you are applying for? _____

Education/Skills

Circle Year Completed	Name, City, & State of School	Did you Graduate?
Elementary School 1 2 3 4 5 6 7 8		
High School 9 10 11 12		<input type="checkbox"/> Yes <input type="checkbox"/> No
Undergraduate/College 1 2 3 4		<input type="checkbox"/> Yes <input type="checkbox"/> No Degree? _____
Graduate 1 2 3 4		<input type="checkbox"/> Yes <input type="checkbox"/> No Degree? _____
Other training, education or skills which relate to the job for which you are applying:		

Do you speak or read a language other than English? (optional) Yes No

If yes, which language(s)? _____

****If applying for a clerical position, please complete the following:**

Do you type? Yes No Approximate words per minute _____

Do you have computer skills? Yes No

What computer programs do you have experience using? _____

Professional Licenses and/or Certificates

(Relating to the position for which you are applying)

Title	License Number	Renewal Date	Expiration Date	State	Training Institution

Have you ever held a professional license and/or in another state? Yes No

If yes, please list _____

Employment History

(Begin with Most Recent Employment)

Employer: _____ Phone: _____

Address: _____

Employed From (month & year) _____ To (month & year) _____

Position: _____ Rate of Pay _____

Reason for Leaving: _____

Name of Immediate Supervisor: _____

May we call this Supervisor? Yes If yes, please initial here: _____ No

Employer: _____ Phone: _____

Address: _____

Employed From (month & year) _____ To (month & year) _____

Position: _____ Rate of Pay _____

Reason for Leaving: _____

Name of Immediate Supervisor: _____

May we call this Supervisor? Yes If yes, please initial here: _____ No

Employer: _____ Phone: _____

Address: _____

Employed From (month & year) _____ To (month & year) _____

Position: _____ Rate of Pay _____

Reason for Leaving: _____

Name of Immediate Supervisor: _____

May we call this Supervisor? Yes If yes, please initial here: _____ No

Employer: _____ Phone: _____

Address: _____

Employed From (month & year) _____ To (month & year) _____

Position: _____ Rate of Pay _____

Reason for Leaving: _____

Name of Immediate Supervisor: _____

May we call this Supervisor? Yes If yes, please initial here: _____ No

References

Give the names of at least three (3) professional references.

Name	Phone Number	Business/ Occupation	Best Time to Call	Yrs. Known

Emergency Contact: _____ **Phone:** _____

STATEMENT OF APPLICANT

I understand in applying for employment with United Church Homes and Services that the completion of this application does not indicate there are any positions open and does not in any way obligate United Church Homes and Services or me to an employment relationship.

The information given in this application is true in all respects to the best of my ability. If any information is found to be false, I understand that I will either be refused employment or subject to immediate dismissal if already employed. I authorize United Church Homes and Services to investigate all information contained in this application. I authorize my present and former employer to release any information pertaining to my work record and performance, and release those employers from liability unless such information is provided with knowledge that it is false.

I understand that a medical examination or medical inquires may be required before or during my employment to assess my ability to adequately perform the job. This will only be done after a conditional offer of employment has been made. I authorize any physician and/or other health care provider to release any medical information concerning my past and present medical condition to United Church Homes and Services and release them from liability for so doing unless the information is known by them to be false.

I understand that a criminal records check and/or a motor vehicle record check may be made by a consumer reporting agency, and that if such report is requested, I have the right under federal law to request in writing, within a reasonable time, detailed information about the nature and scope of the report.

I understand that United Church Homes and Services reserves the right in appropriate circumstances to require its employees to submit to inspections of the workplace that may include their personal effects, and to require applicants and employees to submit to testing for the presence of drugs or alcohol. An individual's refusal to submit to a requested test or inspection may result in disciplinary action up to and including immediate termination.

Finally, I understand that if employed, my employment at United Church Homes and Services will be for no definite period of time, and that my employment may be terminated at will at any time with or without cause or advance notice. I understand that any contract for employment upon any terms must be in writing and signed by the Company President.

Applicant's Signature

Rev. 11/08

Date