

EMPLOYMENT APPLICATION

The Williamsport Home considers applications for all positions without regard to race, color, religion, creed, sex, national origin, disability, genetic information, sexual orientation, gender identity/expression, marital status, veteran status, citizenship status or any other legally protected status.

Position(s) Applied for:	Date of Application:
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How did you learn about us? <input type="checkbox"/> Advertisement <input type="checkbox"/> Employment Agency	<input type="checkbox"/> Friend <input type="checkbox"/> Relative <input type="checkbox"/> Online job Board	<input type="checkbox"/> Walk-in <input type="checkbox"/> Other
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Last Name	First Name	Middle Initial
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Address	City	State	Zip
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Phone:	Email:
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If You are under 18 years of age can you provide required proof of your eligibility to work?	Yes	No
Have you ever been employed with us before?	Yes	No
Do any of your friends or relatives work here?	Yes	No
Are you currently employed?	Yes	No
May we contact your present employer?	Yes	No
Are you lawfully authorized to work in the United States?	Yes	No

Date available for work:	Desired salary Range:
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Are you available to Work:	Full Time	Indicate 1 2 3 Shift	
	Part-Time	Indicate Morning Afternoon Evenings	

	Name & Address of School	Number of Years Completed	Diploma Degree
High School			
Undergraduate College			
Graduate Professional			
Other (Specify)			

Employment Experience

Start with your present or last job.

Employer:	Dates Employed	From:	To:
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Address	Work Performed
Telephone Number	
Job Title	
Supervisor	
Reason for Leaving	

Employer:	Dates Employed	From:	To:
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Address	Work Performed
Telephone Number	
Job Title	
Supervisor	
Reason for Leaving	



The Williamsport Home

A CONTINUING CARE RETIREMENT COMMUNITY

Employer:	Dates Employed	From:	To:
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Address	Work Performed
Telephone Number	
Job Title	
Supervisor	
Reason for Leaving	

Employer:	Dates Employed	From:	To:
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Address	Work Performed
Telephone Number	
Job Title	
Supervisor	
Reason for Leaving	

Have you ever been terminated from employment or asked to resign by an employer? ___ Yes ___ No

If yes, please provide company name(s) _____

List Other Skills, Professional Licenses/Certifications and/or Qualifications:



Have you ever been convicted of a crime other than a traffic violation?

Yes

No

If yes, please describe and include the type of crime and date of conviction.

Conviction of a crime does not automatically disqualify you from employment.

However, failure to accurately and fully answer the question may result in elimination from consideration, or termination from employment.

Description:

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List 3 Professional References (No Relatives or Significant Others)

Name	Phone Number
Name	Phone Number
Name	Phone Number



Applicant's Statement

Please Read Carefully:

Your application will be given the consideration it deserves; however, completing an application does not imply that you will be offered employment. By signing your name below, you understand that nothing contained in this application, or any information gained or discussed during the interview process creates an employment contract between you and The Williamsport Home. Should this application and the process surrounding this application result in your employment, you have the right to terminate your employment at any time and for any reason. Likewise, The Williamsport Home reserves the right to terminate your employment at any time and for any reason.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

When processing this application, The Williamsport Home will request a criminal background report about you. In addition to background checks, The Williamsport Home may contact past employers, supervisors and/or any other person listed in this application regarding the statements made herein and your suitability for employment. This inquiry may include information as to your general character, reputation and work-related characteristics.

The Williamsport Home has a zero-tolerance drug and alcohol policy. Any use, possession, purchase or sale of an illegal substance on any occasion will result in immediate termination from The Williamsport Home. If any claim is made against The Williamsport Home for work-related injuries, I agree to submit to any drug screens or examinations by physicians of The Williamsport Home's selection.

Should you become employed by The Williamsport Home, The Williamsport Home may use outside agents or representatives to perform investigations surrounding any claim of wrongdoing including sexual harassment, theft or fraud.

By signing your name, you certify that all statements made by you on this application are true and complete to the best of your knowledge. Any misrepresentations or omissions by you will be the cause for rejection of your application or will be the cause for subsequent dismissal if you are hired.

Typing your name into the signature field below will constitute an electronic signature.

Signature of applicant

Date