

# WELLCOME MANOR FAMILY SERVICES

*Employment Application*

## **APPLICANT INFORMATION:**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_  
Street Address: \_\_\_\_\_ Apt#: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Phone #: \_\_\_\_\_ SS#: \_\_\_\_\_  
Email: \_\_\_\_\_ Date Available: \_\_\_\_\_  
Desired Salary: \_\_\_\_\_ Position Desired: \_\_\_\_\_  
Are you a citizen of the United States? YES or NO If no, are you authorized to work in the US? YES or NO  
Have you ever worked for this company? YES or NO If so, When? \_\_\_\_\_  
Have you ever been convicted of a felony? YES or NO If yes, please explain \_\_\_\_\_

## **EDUCATION:**

High School: \_\_\_\_\_ Address: \_\_\_\_\_  
From : \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES or NO  
College: \_\_\_\_\_ Address: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Degree: \_\_\_\_\_  
Other: \_\_\_\_\_ Address: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Degree: \_\_\_\_\_

## **REFERENCES:**

*Please include 2 professional references and 1 personal reference*

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## **PREVIOUS EMPLOYMENT:**

*Begin with most recent or present*

Company Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
May we contact this person? YES or NO Salary: \_\_\_\_\_  
Dates Employed: From: \_\_\_\_\_ To: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
Responsibilities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Company Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
May we contact this person? YES or NO Salary: \_\_\_\_\_  
Dates Employed: From: \_\_\_\_\_ To: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
Responsibilities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Company Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
May we contact this person? YES or NO Salary: \_\_\_\_\_  
Dates Employed: From: \_\_\_\_\_ To: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
Responsibilities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**MILITARY SERVICE:**

Branch: \_\_\_\_\_ To: \_\_\_\_\_ From: \_\_\_\_\_  
Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_  
If other than honorable, please explain: \_\_\_\_\_

**DISCLAIMER AND SIGNATURE:**

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release. I also understand that a urine analysis will be conducted prior to date of hire.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_