

**APPLICATION
FOR EMPLOYMENT**

**Valley View Haven
4702 E. Main St.
Belleville, PA 17004**

- Valley View Retirement Community**
 Malta Home Retirement Community
 Either

APPLICANT: Thank you for your interest in our organization. Your application will be considered regardless of race, color, gender, national origin, or disability. To enable us to properly evaluate this application, please answer all questions carefully and as completely as possible.

PERSONAL DATA (Please Print)

Name _____
Last First Middle Initial
Social Security# _____ Telephone# _____
Address _____
Number Street City/Town State Zip
Have you worked under any other name? If yes, please indicate _____

JOB INFORMATION

Position Applied For _____ Shift Preference _____
Salary/Wage Desired _____ Other Positions of Interest _____

Full-time _____ Part-time _____
Are there hours during the day that you would not be able to work at Valley View Haven?

Are you willing to work overtime and weekends? _____

GENERAL INFORMATION

Were you previously employed by Valley View Haven? Yes _____ No _____
Were you previously employed by Malta? Yes _____ No _____
If so, when _____
In what department _____ Supervisor _____
If you are under the age of 18, can you provide proof of eligibility to work?

Have you ever been convicted of a felony during the past five years? _____

Name of Company _____

Address _____ Telephone# _____

From _____ To _____ Salary _____

mo/yr mo/yr Starting/Ending

Supervisor _____ In detail, describe the work you did:

Reason for Leaving _____

Name of Company _____

Address _____ Telephone# _____

From _____ To _____ Salary _____

mo/yr mo/yr Starting/Ending

Supervisor _____ In detail, describe the work you did:

Reason for Leaving _____

Name of Company _____

Address _____ Telephone# _____

From _____ To _____ Salary _____

mo/yr mo/yr Starting/Ending

Supervisor _____ In detail, describe the work you did:

Reason for Leaving _____

Please give comments and/or other information on your experience, abilities or affiliations you have been involved in which you believe would assist us in evaluating your qualifications:

REFERENCES

Give name, address and telephone number of three references who are not related to you and are not previous employers.

1. _____
2. _____
3. _____

ACKNOWLEDGMENTS

I understand that all statements made are subject to verification by Valley View Haven. I give permission to Valley View Haven to make any investigation of my personal or employment history and authorize any former employer, person, firm, corporation, credit agency, or government agency to give Valley View Haven any information they may have regarding me without liability. In exchange for the review of this employment application by Valley View Haven, I release all providers of information from any liability as a result of furnishings and receiving information.

I agree that, if employed, my conduct will conform to the rules and regulations established by Valley View Haven and understand that my employment can be terminated at any time, with or without cause, and with or without notice at the option of either Valley View Haven or me. I do not have any guarantee, if employed, of continued employment.

I understand that any employee or personnel manuals, handbooks or policies that may be distributed or announced to me during the course of my employment shall not be interpreted as a contract(s), and that all statements or representations made in any personnel policy manual or employee handbook are subject to change at any time by Valley View Haven.

I further understand that, if I am hired, the first three months of my employment will be a probationary period, and that I must satisfactorily complete a three month period of probationary employment.

I certify that the facts set forth in the above employment application are true and complete to the best of my knowledge. I understand that any false statements on this application shall be considered sufficient cause for disqualification from further consideration for employment, and if I am employed, for discharge of employment.

My signature on this application certifies that I have no history of or conviction for violent crime and was never dismissed from employment due to abuse of clients or residents.

I have read the above acknowledgments and understand their contents.

DATE _____ SIGNATURE _____

Date application given _____ Date application received _____