Application for Employment

Note: This application was designed to use with several types of positions. Some questions may be applicable to the position you are seeking. However, we ask you to answer all questions.

Last Name **First Name** **Middle Name**

Present Address **(Street/City/State/Zip)**

( )_____
Telephone Number **E-Mail Address** **Social Security Number**

EMPLOYMENT INTEREST

Position Applying For: _____ Wage Desired: _____

Scheduled Desired: _____**Full Time** _____**Part Time** _____**Temporary** _____**Day**
_____**Evening** _____**Nights**

Date Available to Start:_____

Are there any hours, shifts or days you will not work?_____**Yes** _____**No**
If yes, please explain: _____

How did you hear about of us? _____

PERSONAL DATA

Only U.S. Citizens or aliens who have a legal right to work in the U.S. are eligible for employment. Can you, upon employment submit documentation verifying your identity and your legal rights to work in the U.S.?
_____**Yes** _____**No**

Are you over 18 years of age? _____**Yes** _____**No**

Have you ever been convicted of any crime? _____**Yes** _____**No**

If yes, provide dates and an explanation: _____

(A conviction will not necessarily disqualify you from employment)

EDUCATIONAL DATA

School	Print Name, Complete School's Address	No. of Years Completed	Degree	Major Course of Study
High School				
College				
Trade, Business, Night or Correspondence				
Other				

Other skills: List any other job-related skills, qualifications, or licenses that support your application:

Honors Received: _____

Do you have any friends or relatives employed by TJM Properties (The Oaks of Clearwater, The Princess Martha, Bayside Terrace Senior living)? If yes, please name: _____

EMPLOYMENT EXPERIENCE

Employer:	**Dates of Employment:** **Start:** **End:**	**Position/ Work Performed:**
Phone:	**Address:**	
Supervisor's Name:	**Salary:** **Start:** **End:**	**Reason for Leaving:**
May we contact this employer? ( ) Yes ( ) No ***If no, please explain:***		

Employer:	**Dates of Employment:** **Start:** **End:**	**Position/ Work Performed:**
Phone:	**Address:**	
Supervisor's Name:	**Salary:** **Start:** **End:**	**Reason for Leaving:**
May we contact this employer? ( ) Yes ( ) No ***If no, please explain:***		

Employer:	**Dates of Employment:** **Start:** **End:**	**Position/ Work Performed:**
Phone:	**Address:**	
Supervisor's Name:	**Salary:** **Start:** **End:**	**Reason for Leaving:**
May we contact this employer? ( ) Yes ( ) No ***If no, please explain:***		

Membership in Organizations/Professional groups which, in your opinion, have a direct bearing with the position you are applying for:

____

Are you a veteran of the U.S. Military Service? _______**Yes** __________**No**

If yes, what branch of service? ____

If yes, beginning date and ending date of active duty: ____

Date of Discharge from Military Service: ____

Have you ever been dismissed or resigned from any employment? _______**Yes** __________**No**

If yes, please explain: ____

Are you presently employed? _____**Yes** ____**No** Are you on layoff and subject to recall? ____**Yes** ____**No**

Have you filed an application here before? _**Yes** ____**No** Can you travel of the job requires it? ______**Yes** ____**No**

Do you have friends/relatives who work here? ______**Yes** ____**No** Will you work overtime if asked? _**Yes** ____**No**

CHARACTER REFERENCES

Print Full Name	Address and Telephone	Occupation

Notice to All Applicants

We comply with the Americans with Disabilities Act of 1990. During the interview process, you may be asked questions concerning your ability to perform job-related functions. If you are given a conditional offer of employment, you may be required to complete a post-job offer medical history questionnaire and/or undergo a medical examination. If required, all entering employees in the same job category will be subject to the same medical questionnaire and/or examination and all information will be kept confidential and in separate files.

We are an equal employment opportunity employer. We adhere to a policy of making employment decisions without regards to race, color, sex, religion, national origin, disability, or marital status. We assure you that your opportunity for employment depends solely upon your qualifications.

Please Read and Sign Below:

I understand that, if hired, I will be placed in a 90- day probationary period. I understand and agree that all policies, procedures, and the Employee Handbook may be modified, amended, or deleted by the Company with or without notice to me of such amendment, modification or deletion; that the policies and procedures are not intended to be contract of employment not do they give me the right of continued employment; and that my employment may be terminated at my option or at the option of the Company with or without notice by either party. I also understand that there are no other arrangements, agreements, or understandings regarding the terms of employment. There may be no amendments or exceptions to this statement unless they are in writing and signed by the President of the Company.

I certify that all information given on this employment application, any resume that I submit to the Company, and any related papers and answers given during oral interviews are true and correct. I understand that the Company will make a thorough investigation of my work, criminal, and personal history. I authorize the giving and receiving pf any such information requested by the Company during the course of such an investigation. I understand that falsification of any information given by others during the course of an investigation or any derogatory information discovered as a result of this investigation may be subject me to immediate dismissal. I hereby release from liability all persons who provide information to my employer during the course of any such investigation.

Applicant's Signature: _____ **Date:** _____