



# APPLICATION FOR EMPLOYMENT



It is the policy of Spiritwood at Pine Lake to provide equal employment opportunities without regard to race, color, sex, age, creed, religion, marital status, national origin, veteran status, the presence of any sensory, mental or physical handicap, or other reasons prohibited by law.

This application is to be active for a period of 30 days.

Position(s) applying for: \_\_\_\_\_ Date: \_\_\_\_\_

NAME (LAST) \_\_\_\_\_ (FIRST) \_\_\_\_\_ (MI) \_\_\_\_\_ (SOCIAL SECURITY NUMBER) \_\_\_\_\_

CURRENT ADDRESS (STREET) \_\_\_\_\_ (CITY) \_\_\_\_\_ (STATE) \_\_\_\_\_ (ZIP) \_\_\_\_\_

(TELEPHONE NUMBER) \_\_\_\_\_

If hired, can you furnish proof that you are 18 years of age or older; or if under 18, do you have a permit to work? Yes \_\_\_\_\_ No \_\_\_\_\_

If hired, can you furnish proof that you are eligible to work in the United States? (If unsure of the documents needed to prove eligibility to work in the United States, we will be happy to explain the legal requirements). Yes \_\_\_\_\_ No \_\_\_\_\_

Do you have any close relatives employed by Spiritwood at Pine Lake? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please list name(s) and relationship(s):

\_\_\_\_\_  
\_\_\_\_\_

Have you previously worked for or applied for a job with this facility? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please indicate where and when:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## WORK AVAILABILITY

What type of position are you applying for? Full Time \_\_\_\_\_ Part Time \_\_\_\_\_  
Temporary \_\_\_\_\_ On-Call \_\_\_\_\_

If your application is considered favorably, when can you start work? \_\_\_\_\_

Can you work overtime? Yes \_\_\_\_\_ No \_\_\_\_\_

Can you work weekends? Yes \_\_\_\_\_ No \_\_\_\_\_

Which shifts can you work? Please check the shift you can work and give the hours:

\_\_\_\_ Day Shift: (\_\_\_\_ am to \_\_\_\_ pm)

\_\_\_\_ Evening Shift: (\_\_\_\_ pm to midnight)

\_\_\_\_ Night Shift: (midnight to \_\_\_\_ am)

Please specify any problems you may have meeting work schedule: \_\_\_\_\_

After reviewing the position description(s) of the job(s) you are applying for, are you able to perform the essential functions for the job(s)? Yes \_\_\_\_\_ No \_\_\_\_\_ If no, why not?

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### EDUCATION RECORD

HIGH SCHOOL	LOCATION	YEARS ATTENDED	DID YOU GRADUTATE	DEGREE RECEIVED
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COLLEGE	LOCATION	YEARS ATTENDED	DID YOU GRADUTATE	DEGREE RECEIVED
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OTHER	LOCATION	YEARS ATTENDED	DID YOU GRADUTATE	DEGREE RECEIVED
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OTHER	LOCATION	YEARS ATTENDED	DID YOU GRADUTATE	DEGREE RECEIVED
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**NOTE: Educational requirements will vary depending upon the position applied for.**

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### EMPLOYMENT RECORD

List all previous employers for whom you have worked during the last ten years. Explain any lapses between times when employed.

**From: Starting:**  
**To: Ending:**

EMPLOYER NAME	EMPLOYMENT DATES	SALARY	POSITION
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ADDRESS

SUPERVISOR	PHONE NUMBER	REASON FOR LEAVING
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**From: Starting:**  
**To: Ending:**

EMPLOYER NAME	EMPLOYMENT DATES	SALARY	POSITION
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ADDRESS

SUPERVISOR/CONTACT	PHONE NUMBER	REASON FOR LEAVING
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**From:**                      **Starting:**  
**To:**                         **Ending:**

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EMPLOYER NAME                      EMPLOYMENT DATES                      SALARY                      POSITION

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ADDRESS

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SUPERVISOR/CONTACT                      PHONE NUMBER                      REASON FOR LEAVING

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**From:**                      **Starting:**  
**To:**                         **Ending:**

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EMPLOYER NAME                      EMPLOYMENT DATES                      SALARY                      POSITION

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ADDRESS

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SUPERVISOR/CONTACT                      PHONE NUMBER                      REASON FOR LEAVING

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**REFERENCES**

**Please list the names and current telephone numbers of at least three persons, who are not related to you, whom we can contact to obtain reference information about you:**

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NAME                      PHONE NUMBER                      RELATIONSHIP                      HOW LONG?

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NAME                      PHONE NUMBER                      RELATIONSHIP                      HOW LONG?

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NAME                      PHONE NUMBER                      RELATIONSHIP                      HOW LONG?

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**Please list licenses and professional certifications related to the job announcement, job advertisement, or job description for the position for which you are applying:**

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**Do you have any military experience that would be relevant to the job(s) for which you are applying? Yes \_\_\_ No \_\_\_ If yes, please explain:**

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**Do you have any language abilities (such as reading or speaking a foreign language) that might help you perform the job(s) for which you are applying? Yes \_\_\_ No \_\_\_ If yes, please explain:**

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Are you engaged in an outside activity or business that could be considered a conflict of interest with Spiritwood at Pine Lake's interest or those of its residents? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please describe:

Within the past seven years have you been convicted of or pleaded no contest to a criminal offense, or been released from prison for any criminal offense? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, indicate the nature of the offense, date, court and disposition (conviction of such a crime will not necessarily bar you from employment with Spiritwood at Pine Lake).

Note: The Washington State Patrol has special criminal record reporting requirements that must be satisfied.

Are you currently charged with an unresolved criminal charge (have you been charged with a crime that has not yet resulted in a plea of guilty, court trial, or a dropping of the charge)? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please fully explain. Note: A yes answer will not automatically disqualify you from employment.

**APPLICANT ACKNOWLEDGEMENT**

**PLEASE SIGN THIS APPLICATION AFTER CAREFULLY READING THE FOLLOWING**

Spiritwood at Pine Lake is an At-Will employer. This means that in an event I am hired as an employee for Spiritwood at Pine Lake, my employment and compensation can be terminated, with or without notice at any time, at the option of either Spiritwood at Pine Lake or myself. I understand that no representative of Spiritwood at Pine Lake (other than the Administration) has the authority to enter into any agreement of employment for any specified period of time, or to make any agreement contrary to the foregoing. (Any such requirement must be clearly identified as a written contract).

I authorize Spiritwood at Pine Lake to solicit information regarding my character, general reputation, credit, previous employment and similar background information, and to contact any and all prior employers or other references I have listed on my application. I hereby release all parties and persons connected with any such request for information from all claims, liabilities, and damages for any reason arising out of furnishing such information. If employed, I release Spiritwood at Pine Lake from any liability for future references it may provide regarding work history at the firm.

I certify that I am not engaged in any outside activity or business that could be considered in conflict with Spiritwood at Pine Lake's interests or those of its clients, nor will I become engaged in such activity or business if employed.

If employed, I further agree that if Spiritwood at Pine Lake advances any paid leave before it has accrued, or advances or loan to me any money during the course of employment, or if I lose, damage, or fail to return any property of Spiritwood at Pine Lake, Spiritwood at Pine Lake is authorized to deduct from my wages sufficient funds to repay such loans or advances or to replace its property.

If I am applying for a position which may have unsupervised access to vulnerable adults as described in R.C.W. 43.43.830, as part of my application process, I understand that I may be asked to disclose any history I may have of convictions against children or other persons; or crimes related to abuse or financial exploitation of vulnerable adults. I understand that I may be hired on a conditional basis, pending completion of a background investigation by the Washington State Patrol.

I understand that as a condition of my employment, I must provide documentation to prove identity and eligibility to work in the United States by presenting any of the several documents as defined in I.N.S. Regulation 8 C.F.R. s274a.2(b)(1)(v). A complete list of all possible documents for proving eligibility to work is available in the Administrator's office.

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
PRINT

\_\_\_\_\_  
DATE

**FOR PERSONNEL DEPARTMENT USE ONLY**

SHIFT: DAY \_\_\_\_\_ EVE \_\_\_\_\_ NOC \_\_\_\_\_ DATE OF EMPLOYMENT \_\_\_\_\_

JOB TITLE \_\_\_\_\_ HOURLY RATE/SALARY \_\_\_\_\_

DEPARTMENT \_\_\_\_\_ BY \_\_\_\_\_

DATE \_\_\_\_\_

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

To Whom It May Concern:

\_\_\_\_\_ is applying for the position of \_\_\_\_\_  
APPLICANT

at Spiritwood at Pine Lake and is formerly an employee with your business. To assist us in making our hiring decision, please provide the following information:

Dates of Employment – From: \_\_\_\_\_ To: \_\_\_\_\_

Position Held: \_\_\_\_\_

	Excellent	Average	Below Average
Attitude			
Dependability			
Relationship with other employees			
Relationship with supervisor(s)			
Relationship with customers/clients			
Performance of work assigned (Quantity)			
Performance of work assigned (Quality)			
Schedule flexibility			

Is this employee eligible for rehire? Yes \_\_\_\_\_ No \_\_\_\_\_ If no, why not? \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Did this employee earn any awards, commendations or certificates? Yes \_\_\_\_\_ No \_\_\_\_\_

Please explain: \_\_\_\_\_

Additional comments: \_\_\_\_\_

Information supplied by: \_\_\_\_\_ Title: \_\_\_\_\_

**RELEASE TO PROVIDE REFERENCE**

I authorize \_\_\_\_\_  
SUPERVISOR (OR DESIGNEE) to provide the above information to Village Concepts, Inc. concerning my employment history at \_\_\_\_\_  
COMPANY. This information may include subjective evaluations. In making this request, I agree to release and hold harmless said supervisor (or designee) and the company listed above, and Spiritwood at Pine Lake from any and all liability.

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
PRINT

\_\_\_\_\_  
DATE

**RELEASE TO PROVIDE REFERENCE**

**I authorize Spiritwood at Pine Lake to provide reference information in any form concerning my employment history at Spiritwood at Pine Lake. This reference may include the supervisor's subjective evaluations.**

**In making this request, I agree to release and hold harmless supervisor or designee and Spiritwood at Pine Lake from any and all liability.**

\_\_\_\_\_  
APPLICANT/SIGNATURE

\_\_\_\_\_  
PRINT

\_\_\_\_\_  
DATE