

HillHouse Assisted Living

Application for Employment

Department applying for _____
Position wanted _____
Shift preference _____
No. of hours available to work _____

Personal Information

Name _____ Date _____
First MI Last
Address _____
Street City State Zip code
Telephone numbers cell _____ home _____ other _____
Email address _____

Education

High School _____ Graduated Y__ N__ GED__ Date _____
Name
College _____ Degree _____
Name Type/Date
Graduate/Professional School _____ Degree _____
Name
Other Training _____

Previous Employment

Employer _____ From _____ To _____ Title _____
Address _____ Phone # _____
Supervisor _____ Rate of pay _____
Work performed _____
Reason for Leaving _____

Employer _____ From _____ To _____ Title _____
Address _____ Phone # _____
Supervisor _____ Rate of pay _____
Work performed _____
Reason for Leaving _____

Employer _____ From _____ To _____ Title _____
Address _____ Phone # _____
Supervisor _____ Rate of pay _____
Work performed _____
Reason for Leaving _____

Professional and Business References (not friends or relatives)

1. Name _____ Phone # _____
Professional relationship _____
2. Name _____ Phone # _____
Professional relationship _____
3. Name _____ Phone # _____
Professional relationship _____

Additional Information

Have you ever been convicted of any crime? _____ If yes, please explain _____

Have you ever filed an application with HillHouse before? _____ If so, when? _____

State any friends or relatives employed by HillHouse _____

Were you referred by anyone currently working at HillHouse? If so, who?

On what date are you available to begin work? _____

Describe any specialized training, skills, or other qualifications or experience that we might wish to know about _____

Signature

I certify that the information contained in this application is true and correct and I understand that if accepted for employment at HillHouse, any omission or misstatement may result in my immediate dismissal.

I authorize HillHouse Assisted Living and its agents and employees to contact any reference or any previous employer identified in this application or in any interview. I authorize any reference or any previous employer to release to HillHouse any information they may have about my employment history or information relevant to my employment. I authorize HillHouse to conduct a criminal background check as required by the State of Maine regulations that govern Assisted Housing Facilities. I release HillHouse Assisted Living, its agents and employees, from any and all liability for damages that may result from the disclosure of any reference information or criminal background check.

Signature _____ Date _____

FOR OFFICE USE ONLY

Shift preferences _____ Hours requested _____

Interview / Reference Information _____

Rejected _____ Accepted _____ Position _____ Date to start _____

Other information _____

Wage information _____

Date of orientation _____