

# 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 \_\_\_\_\_

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 \_\_\_\_\_

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**FOR OFFICE USE ONLY**

Shift preferences \_\_\_\_\_ Hours requested \_\_\_\_\_

Interview / Reference Information \_\_\_\_\_

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

Rejected \_\_\_\_\_ Accepted \_\_\_\_\_ Position \_\_\_\_\_ Date to start \_\_\_\_\_

Other information \_\_\_\_\_

\_\_\_\_\_

Wage information \_\_\_\_\_

Date of orientation \_\_\_\_\_