

**MONTE VISTA GROVE HOMES**  
**PRE-EMPLOYMENT APPLICATION**  
(Please Print Clearly)

Position(s) Applied For:	Date of Application:
How Did You Learn About Us?	
<div style="display: flex; justify-content: space-between;"><div><input type="checkbox"/> Advertisement <input type="checkbox"/> Social Media</div><div><input type="checkbox"/> Friend/Relative <input type="checkbox"/> Other _____</div><div><input type="checkbox"/> Current Employee: _____</div></div>	

Last Name	First Name	Middle Name
Address	City	State      Zip Code
Telephone Number(s)	Email Address (print clearly):	

Best time to contact you is: _____	AM/PM
If you are under 18 years of age, can you provide required proof of your eligibility to work?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever filed an application with us before? If Yes, give date _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been employed with us before? If Yes, give date _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do any of your friends or relatives work here? If Yes, state name, relationship and department:	<input type="checkbox"/> Yes <input type="checkbox"/> No

Are you currently employed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Proof of citizenship or immigration status will be required upon employment.	
Date available for work: _____	
Are you available to work: (We are staffed 24 hrs a day, 7 days a week)	
<div style="display: flex; flex-direction: column; gap: 5px;"><div><input type="checkbox"/> Full Time</div><div><input type="checkbox"/> Part Time</div><div><input type="checkbox"/> Temporary (Indicate available days &amp; times): _____</div></div>	

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**EDUCATION**

School	Name and Address of School	Course of Study	Years Completed	Diploma/Degree
High School				
Undergraduate College				
Graduate/Professional				
Other (Specify)				

**WORK EXPERIENCE:** Start with your present or last job. Include any job-related military service assignments and volunteer activities.

Employer Name:	Dates Employed		Work Performed
	From	To	
Telephone Number(s)			
Address:			
Starting/Present Job Title			
Supervisor			May We Contact?
			Yes No
Reason for Leaving			

Employer Name:	Dates Employed		Work Performed
	From	To	
Telephone Number(s)			
Address:			
Starting/Present Job Title			
Supervisor			May We Contact?
			Yes No
Reason for Leaving			

Employer Name:	Dates Employed		Work Performed
	From	To	
Telephone Number(s)			
Address:			
Starting/Present Job Title			
Supervisor			May We Contact?
			Yes No
Reason for Leaving			

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Comments: Include explanation of any gaps in employment.


Describe any specialized training, apprenticeship, skills and extra-curricular activities.


**ADDITIONAL INFORMATION**

Other Qualifications: Summarize special job-related skills and experience with the elderly.


**SPECIALIZED SKILLS**

Please check any other experience, job-related skills, additional languages, or other qualifications that you believe should be considered in evaluating your qualification for employment.

<input type="checkbox"/> Microsoft Office <input type="checkbox"/> Social Media <input type="checkbox"/> Creative Writing: _____ <input type="checkbox"/> Technology: _____	<input type="checkbox"/> Certificates: <input type="checkbox"/> Licenses (RN, LVN, CNA, Van Driver, etc.) <input type="checkbox"/> Other _____
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State any additional information you feel may be helpful to us in considering your application. Include any hobbies or other interest(s) that may benefit the organization.

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**REFERENCES:** (Do not include family members).

Name	Phone Number	Best Time to Call	Occupation
1			
2			
3			

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**APPLICANT'S STATEMENT**

<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> <div style="text-align: center;">Initials</div>	I certify that answers given herein are true and complete.
<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> <div style="text-align: center;">Initials</div>	I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.
<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> <div style="text-align: center;">Initials</div>	I understand that fingerprint clearance is required and I will be reimbursed by the employer.
<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> <div style="text-align: center;">Initials</div>	I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an " <i>at will</i> " nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this " <i>at will</i> " employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.
<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> <div style="text-align: center;">Initials</div>	I understand that any job offer which may be made requires and is contingent upon the Employee being able to pass a physical examination.
<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> <div style="text-align: center;">Initials</div>	In the even of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.
<div style="display: flex; justify-content: space-between; margin-top: 20px;"><div style="width: 45%; text-align: center;"><hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/><div style="text-align: center;">Signature of Applicant</div></div><div style="width: 45%; text-align: center;"><hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/><div style="text-align: center;">Date</div></div></div>	