



METHODIST

Retirement Communities

Serving those who cared for us

CONFIDENTIAL

APPLICATION FOR EMPLOYMENT

This institution does not discriminate in employment on the basis of race, color, religion, gender, national origin, age as defined by law, disability, marital status, veteran status, or any other protections under Federal, State or local law. No question on this application is intended to secure information to be used for such discrimination. This application will be given every consideration; however, its receipt does not imply that the applicant will be employed.

PERSONAL INFORMATION

PLEASE PRINT CLEARLY

Name _____
Last First Middle E-Mail Address

Home phone _____ Cell phone _____

Present address _____
Street City State Zip

Physical address _____
Street City State Zip

Position applying for _____

If you cannot be reached at above phone numbers, where may we contact you?

Name of person _____ Phone number _____

Are you known to schools/references by another name? Yes No If yes, by what name? _____

Are you available to work full-time? Yes No On any shift? Yes No

Date available for work _____ Are there any reasons why you could not consistently arrive for work on time and work according to the organization's work schedule Yes No If yes, explain _____

Can you travel if a job requires it? Yes No Overnight? Yes No

Are you employed? Yes No Name of employer _____

Are you on lay-off and subject to recall? Yes No May we contact your present employer? Yes No

Have you previously been employed by Methodist Retirement Communities and/or its affiliated organizations?
 Yes No If yes, give dates and position _____

Do any of your relatives work here? Yes No If yes, list name(s) _____

Are you under 18 years of age? Yes No Are you legally eligible to work in the United States? Yes No

Can you, with or without reasonable accommodation, perform the essential functions of the job, as detailed in the job description? Yes No If no, explain _____

Have you ever been convicted, or pled guilty or no contest to, any felony offense or misdemeanor? Yes No
Important: For purposes of employment with MRC, "convictions" include sentenced to confinement, paid fine, time served, placed on probation (including deferred adjudication) and court-ordered restitution. If yes, explain _____

EDUCATION

Type of School	Name and Location	Month and Year Attended		Major Courses or Emphasis	Did You Graduate?	Diploma, Degree or Equivalent Certificate (Specify one)
		From	To			
High School		X	X			
Jr. College, Trade/ Business School						
College or University						
Other						

Post-secondary, trade school or college grade point average _____

List trade or professional organizations of which you are a member, including offices held, relevant to the position for which you are applying _____

List volunteer or community service organizations relevant to the position for which you are applying _____

List any other qualifications that you feel apply to the position for which you are applying _____

List any office skills or software used _____

Is there any reason, such as Social Security benefits/eligibility, for which you would like to limit your income?

Yes No

If yes, please state maximum amount you wish to earn _____

PERSONAL REFERENCES

Name (Do not list relatives or former employers)	Address	Occupation	Years Known	Phone Number

EMPLOYMENT RECORD

Present and Former Employers (List present or last position first)	Date Employed	Salary Range	Position and Duties	Reason for Leaving
Company Name Address Supervisor's Name Phone	From	Starting		
	To	Ending		
Company Name Address Supervisor's Name Phone	From	Starting		
	To	Ending		
Company Name Address Supervisor's Name Phone	From	Starting		
	To	Ending		
Company Name Address Supervisor's Name Phone	From	Starting		
	To	Ending		

Shift Availability (check all that apply)							
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Any Day/Shift
1st	1st	1st	1st	1st	1st	1st	
2nd	2nd	2nd	2nd	2nd	2nd	2nd	
3rd	3rd	3rd	3rd	3rd	3rd	3rd	

I understand that emergency conditions may occur that will require me to work shifts other than my normal schedule. I understand this condition may be temporary or permanent and agree to such changes when directed by my department head, Executive Director or other members of management.

Signature of Applicant

Date



APPLICANT AGREEMENT

I hereby apply for employment with Methodist Retirement Communities [hereinafter referred to as MRC]. I agree to and state that:

- I voluntarily authorize MRC to investigate all statements contained in this application, including, but not limited to past employment, motor vehicle records, if necessary, and criminal history background. I understand, if employed, there may be periodic criminal history background checks performed, including motor vehicle records, if necessary.
- I understand upon an offer of employment with MRC, I will provide a copy of my state issued driver license and proof of personal auto liability insurance if I may be required or have occasion to operate a motorized vehicle (corporate or personal), at any time, in the scope of my employment with MRC.
- I release from all liability or responsibility all companies, corporations, or individuals giving said information or statements.
- I understand misrepresentation of or omission of facts asked for on the application form is cause for termination.
- I understand I must submit to a drug test as scheduled by MRC under the MRC Drug-Free Workplace Policy if I am offered a position of employment. I also understand if the result of the drug test is positive or if I fail to take the drug test as scheduled, my job offer is thereby revoked and I become ineligible for employment with MRC.
- I understand this application is in effect for 60 days from the date below. If employment is not offered during the 60-day period, I must reapply in order to be considered for future employment.
- I understand MRC is an equal opportunity employer, and considers all qualified applicants without basing employment decisions on race, color, religion, sex, ancestry, national origin, citizenship status, age as defined by law, physical or mental disability, marital status, or military status or unfavorable discharge from military service.
- I understand, if employed by MRC, there is no implied or written guaranty that employment would be for any specific period of time nor is lifetime security offered. Reasons for which employment may be terminated include, but are not limited to, unsatisfactory job performance, unsatisfactory attendance, abuse of sick leave, tardiness, violation of organization policies and procedures, or because of a necessary layoff.
- I understand I may be terminated immediately and without notice for conduct reflecting unfavorably upon the reputation of the organization, the department or myself as an employee. Causes for immediate discharge without notice are summarized in the current employee handbook and organization policy manual.
- I understand, if employed by MRC, I will be required to follow all organization policies and procedures. Violations of policies and procedures may lead to termination.
- I understand I must immediately notify MRC if I am convicted or receive deferred adjudication in, or otherwise plead guilty or no contest to a felony or misdemeanor, including any changes to my state issued driver record, while my application is pending or during my period of employment, if hired.

Signature

Date