



APPLICATION FOR EMPLOYMENT

If you need help filling out this application form or for any phase of the employment process, please notify the person who gave you this form and every effort will be made to accommodate your needs in a reasonable amount of time. **Please complete both sides of this form.** If more space is needed to complete any question, use an extra sheet of paper. **Print clearly and complete all sections as noted; illegible or incomplete applications will not be processed.**

All qualified applicants will receive consideration without discrimination because of race, color, religion, sex, age, disability, national origin or veteran status.

Last Name	First Name	Middle Name	Are you 18 years or older?
Street Address		Are you legally eligible for employment in the U.S.?	Social Security Number
City	State	Zip	Telephone No.(s)
Position(s) you are applying for (Maximum of 2)		Date Available	Minimum Salary Desired
Name(s) of relatives employed by us	Location/Department	Position	Relationship to you
Have you applied for a position with us before?	If yes, please give date(s) and position(s) applied for.		
Have you ever been employed by us?	Dates	Position(s)	
High School	Location	Did you graduate?	Major Subject
College	Location	Did you graduate?	Major Subject
Trade School	Location	Did you graduate?	Major Subject

List employment starting with your most recent job during the last 10 years. **Account for any time period that you were unemployed by stating the nature of your activities.** Use a separate sheet of paper, if necessary.

Employer	Telephone No.	From	To	Starting Salary	Ending Salary
Street Address		Position		Duties	
City	State	Zip Code		Supervisor's Name	
				Reason for leaving	
Employer	Telephone No.	From	To	Starting Salary	Ending Salary
Street Address		Position		Duties	
City	State	Zip Code		Supervisor's Name	
				Reason for leaving	
Employer	Telephone No.	From	To	Starting Salary	Ending Salary
Street Address		Position		Duties	
City	State	Zip Code		Supervisor's Name	
				Reason for leaving	

May we contact your present employer?

List any professional groups, trade groups, or other organizations you belong to that you consider relevant to your ability to perform the job(s) for which you are applying:

List experience from your military service that would be relevant to the job(s) for which you are applying:

Have you ever been convicted of a felony? Yes No

Have you ever been convicted of a crime in California? Yes No

Have you ever been convicted of a crime from another state, or federal court? Yes No

Criminal convictions from another State or Federal court are considered the same as criminal convictions in California.

If you answer YES, give details in the back of this page indicating the nature and circumstances of each crime and date and the location in which each crime occurred.

You must disclose convictions, including reckless and drunk driving convictions even if:

1. It happened a long time ago
2. It was only a misdemeanor
3. You didn't go to court (your attorney went for you)
4. You had no jail time or the sentence was only a fine or probation
5. You received a certificate of rehabilitation
6. The conviction was later dismissed, set aside or the sentence was suspended

NOTE: IF THE CRIMINAL BACKGROUND CHECK REVEALS ANY CONVICTION(S) THAT YOU DID NOT DISCLOSE ON THIS FORM, YOUR FAILURE TO DISCLOSE THE CONVICTION(S) MAY RESULT IN AN EXEMPTION DENIAL, LICENSE APPLICATION DENIAL, LICENSE REVOCATION, OR EXCLUSION FROM A LICENSED FACILITY.

Answer these questions **only** if you have received a copy of the job description or had the requirements of the job thoroughly explained to you:

Yes No Have you been given a job description or had the requirements of the job explained to you?

Yes No Do you understand the requirements?

Yes No Can you perform the requirements of this job with or without reasonable accommodations?

Yes No If the job requires, do you have the appropriate valid driver's license?

Driver's License Number _____ **Type** _____ **State of Issue** _____

Signature _____ **Date** _____

I UNDERSTAND:

- that completing this application does not constitute an offer of employment and that my application may be rejected for any reason.
- that giving false or misleading information on this form or in an interview is grounds for denial or immediate termination of employment.
- that I may be required to complete a medical history form and may be required to be examined by a medical professional designated by Baywood Court.
- that if I sustain any injury or illness in the employment of Baywood Court, I agree that Baywood Court shall be entitled to receive full and complete reports and records covering any medical or related exams, and I authorize any and all such doctors, medical examiners, and hospitals to give to Baywood Court full and complete reports and records covering such examinations, condition, care, and treatment related to or resulting from the alleged illness or injury.

AUTHORIZATION TO RELEASE INFORMATION

If I am given a conditional offer of employment, I authorize Baywood Court to make a complete investigation of me, including but not limited to: my past employment history, medical history, scholastic records, criminal records, abuse records, motor vehicle driving records, workers' compensation history and to rely on such information sources. I authorize all persons and organizations to release any information concerning my background and hereby release all persons and organizations from liability for any damage whatsoever for issuing this information. I acknowledge that a telephone facsimile (FAX) or photographic copy shall be as valid as the original.

By signing below, I certify that I have not been convicted of an offense that would preclude working in a nursing facility. I also certify that I am not excluded from participation in federal health care programs. Furthermore, I understand that I will be subject to a search of the OIG List of Excluded Individuals, and that a comprehensive criminal background screening will be completed by a third party organization acting on behalf of Baywood Court. If the findings of that background screening result in a refusal to hire, I will be notified in writing and may request a copy of the findings from the third party organization.

I understand that the use of illegal drugs is prohibited during employment. If employment policy requires, I am willing to submit to drug testing to detect the use of illegal drugs prior to and/or during employment.

I understand that this employment application and any other employee-related documents are not contracts of employment; and that any individual who is hired may voluntarily leave employment upon proper notice, and may be terminated by the employer at any time for any reason. I understand that any oral or written statements to the contrary are hereby expressly disavowed and should not be relied upon by any prospective or existing employee.

APPLICANT SIGNATURE _____

DATE _____

AN EQUAL OPPORTUNITY EMPLOYER

Baywood Court Retirement Community

EEO Data Collection Form

Instructions to Applicants

Baywood Court is an equal opportunity employer. As part of our efforts to ensure fair treatment of our women, minorities, individuals with disabilities, and veterans, we ask applicants to supply the following information. However, you do **not** have to complete this form to be considered for employment. **Any information volunteered will be kept confidential and will not be used to make hiring decisions.**

Date: _____

Name: _____

Position for which you applied: _____

Sex (check one):

- Male
- Female

Race (check one):

- Hispanic or Latino
- White (not Hispanic or Latino)
- Black or African American
- Native Hawaiian or Other Pacific Islander
- Asian
- American Indian or Alaska Native
- Two or More Races

Are you a Veteran?

- Yes
- No

If you have a disability that requires accommodation to perform this position please explain what accommodations would allow you to handle this job successfully
