



# Pleasant View

GROWING SUCCESS

## Employment Application

Date: \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle Initial Suffix

Present Address: \_\_\_\_\_  
Street Apt. # City State Zip

Phone Numbers: Home: (\_\_\_\_\_) \_\_\_\_\_ Cell: (\_\_\_\_\_) \_\_\_\_\_  
Area Code Area Code

Email Address: \_\_\_\_\_

Are you:

- Yes  No Over the age of 18? (If no, you may be required to provide work authorization)
- Yes  No A previous employee of Pleasant View Gardens? When? \_\_\_\_\_ to \_\_\_\_\_
- Yes  No A licensed driver? (Answer only if required of position for which you are applying)
- Yes  No Do you have any relatives working here? If yes, name of relative: \_\_\_\_\_

Will you:

- Yes  No Relocate if job requires it?  Yes  No Travel if job requires it?

### Employment Desired and Availability

Position applied for: \_\_\_\_\_ Date available to work: \_\_\_\_\_

Salary / hourly rate desired: \_\_\_\_\_ Are you available to work overtime?  Yes  No

Type of hours:  Full-time  Part-time  Days  Nights  Weekends

### Referral Source

Please check the appropriate category and list the source:

- Walk-In \_\_\_\_\_  Employee referral name \_\_\_\_\_
- Advertisement, name of publication \_\_\_\_\_  Other: \_\_\_\_\_

### Authorization to Work

Can you, after employment begins, submit verification of your legal right to work in the United States?  Yes  No

Note: Proof of legal authorization to work will be required upon employment.

### Educational Background and Additional Qualifications

School	Name and Address	Number of Years Completed				Did You Graduate?		Degree/Certificate Type
		9	10	11	12	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
High School						<input type="checkbox"/> Yes	<input type="checkbox"/> No	
College/University		1	2	3	4	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Vocational/Business		1	2	3	4	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

What knowledge, special technical or computer skills, and/or individual capabilities do you have which especially prepares you for the position for which you are applying? \_\_\_\_\_

## Criminal Convictions

Have you ever been convicted of a crime that has not been annulled by a court?  Yes  No

If yes, please describe for each conviction, the nature of the offense involved, date of the offense, the sentence imposed, the court in which you were convicted, the case disposition, and any mitigating circumstances you might wish Pleasant View Gardens to know.

*Note: A conviction record will not necessarily be a bar to employment. Factors such as your age at the time of the offense, the seriousness and nature of the offense, rehabilitation, and the relation of the offense to employment will be taken into account.*

## Employment Experience

Are you currently employed?  Yes  No If yes, may we contact your current employer?  Yes  No

If you are currently employed, why do you wish to make a change? \_\_\_\_\_

Starting with the most recent position, furnish all information requested. Please provide a complete employment history including explanations for each period of unemployment. **Resumes providing this information may be attached, but not in lieu of completing the information requested.**

1. \_\_\_\_\_ ( )  
Employer Address Phone

\_\_\_\_\_  
Job Title Supervisor Name Supervisor Title

Employment Dates: \_\_\_\_\_ to \_\_\_\_\_ Type of business: \_\_\_\_\_  
Mo/Yr Mo/Yr

Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

Duties: Please describe your position responsibilities: \_\_\_\_\_

Why did you leave this job? \_\_\_\_\_

2. \_\_\_\_\_ ( )  
Employer Address Phone

\_\_\_\_\_  
Job Title Supervisor Name Supervisor Title

Employment Dates: \_\_\_\_\_ to \_\_\_\_\_ Type of business: \_\_\_\_\_  
Mo/Yr Mo/Yr

Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

Duties: Please describe your position responsibilities: \_\_\_\_\_

Why did you leave this job? \_\_\_\_\_

3. \_\_\_\_\_ ( )  
Employer Address Phone

\_\_\_\_\_  
Job Title Supervisor Name Supervisor Title

Employment Dates: \_\_\_\_\_ to \_\_\_\_\_ Type of business: \_\_\_\_\_  
Mo/Yr Mo/Yr

Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

Duties: Please describe your position responsibilities: \_\_\_\_\_

Why did you leave this job? \_\_\_\_\_

## Employment Experience (Continued)

4. \_\_\_\_\_ ( )  
Employer Address Phone

\_\_\_\_\_  
Job Title Supervisor Name Supervisor Title

Employment Dates: \_\_\_\_\_ to \_\_\_\_\_ Type of business: \_\_\_\_\_  
Mo/Yr Mo/Yr

Starting Salary: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

Duties: Please describe your position responsibilities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Why did you leave this job? \_\_\_\_\_

## Job Related Information

Explain any gaps in your employment, other than those due to personal illness, injury or disability.

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

Have you ever been discharged or forced to resign from any prior job?  Yes  No  
If yes, identify employer and explain: \_\_\_\_\_  
\_\_\_\_\_

## Performance of Job Duties

Do you understand the essential functions of the job you are applying for?  Yes  No  
Can you perform these functions with or without a reasonable accommodation?  Yes  No

## Authorization

I certify that **the information I have supplied** in this application (and accompanying resume, if any) is **true and complete** to the best of my knowledge. I understand that any false statement, omission, or misrepresentation on this application is sufficient cause for refusal to hire, or dismissal if I have been hired, no matter when discovered.

I understand that my employment is conditional on a **background and reference check**. I authorize Pleasant View Gardens to investigate all statements contained in my application or resume, and I authorize my former employers and references to disclose information regarding my former employment, character and general reputation to Pleasant View. I release Pleasant View Gardens, its agents, schools, credit bureaus, government agencies, any former employers and all references I have provided from any and all claims, liabilities, or demands arising out of or related to such investigation, disclosure or release of information

I understand and agree that nothing contained in this application, or conveyed during any interview, is intended to create an employment contract. I further understand and agree that, if I am hired, **my employment will be "at will" and without fixed term, and may be terminated at any time**, with or without cause and without prior notice, at the option of either myself or Pleasant View Gardens.

**If I am offered employment, I agree to submit to a medical examination and drug test** before starting work. If employed, I also agree to submit to a medical examination or drug test at any time deemed appropriate by Pleasant View Gardens and as permitted by law. I consent to such examinations and tests, and I request that the examining doctor disclose to Pleasant View the results of the examination, which results shall remain confidential and separate from my personnel file.

I understand that my employment or continued employment, to the extent permitted by law, is contingent upon satisfactory medical examinations and drug tests, and if I am hired, a condition of my employment will be that I abide by Pleasant View Garden's Drug and Alcohol Policy.

I understand that completing this application does not indicate there is a position open and does not obligate Pleasant View Gardens to hire.

**I agree to abide by all company work rules, policies and procedures.** Pleasant View Gardens retains the right to revise its policies and procedures, in whole or in part, at any time.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

Pleasant View Gardens is an equal opportunity employer dedicated to a policy of non-discrimination in employment on any basis including race, color, religion, sex, national origin, age, disability, sexual orientation, marital status, pregnancy, veteran or any other class protected by law. Applicants with disabilities may, consistent with the Americans with Disabilities Act, request accommodations needed to participate in the application process.