

New Jersey Eastern Star Home, Inc.

Application for Employment (Please Print)

I. Personal Information:

Name:		Phone No.:	
Address:			
City:		State:	Zip:
U.S. Citizen: Yes___ No___ If not U.S. Citizen do you have a permit to work in the U.S.? Yes___ No___			
If under 18 years of age, do you have a work permit? Yes___ No___			

II. Employment Information:

Position Applying for:	
Second Choice:	
Do you require any accommodations to perform the essential functions of the position you are applying for? Yes___ No___ If yes, describe _____	
Are you available to work FT___ PT___ Per diem___ Shift Preference: Day___ Evening___ Night___	
Have you ever applied or worked for this company before? Yes ___ No ___ If yes, when _____ Supervisor _____ Reason for leaving _____	
Do you know or are you related to anyone working here? Yes___ No___ If yes, Who _____ Relationship _____	

III. Education:

Grade School (Name & Address)	High School (Name & Address)	College/Other (Name & Address)
College/Other (Name & Address)		
Type of Certifications/Licenses _____		
Where obtained: _____		
Vocational, Trade, Other Training, Volunteer or Community Service related to position for which you are applying: _____		

*Applications will remain on file for six months. Should you wish to be considered for employment after that time please re-apply.

IV. References: DO NOT INCLUDE RELATIVES/FRIENDS

List three Professional References who know you well.

NAME	ADDRESS	PHONE No.	PROFESSIONAL CONTACT

V. Employment Record:

List below all present and past employment, beginning with your most recent position. Include any service in the U.S. Armed Forces. May we contact your current employer? Yes ___ No ___

Date Employed	Position Title & Duties	Name & Address of Employer	Phone Number	Reason for Leaving
From _____ To _____ To _____				
From _____ To _____				
From _____ To _____				
From _____ To _____				

VI. Emergency: Person to contact in an emergency.

Name:	Relationship:
Address:	
Home Phone:	Work Phone:

EMPLOYMENT UNDERSTANDING:

New Jersey Eastern Star Home, Inc. is an equal opportunity employer. This facility does not discriminate in hiring or any other employment decision on the basis of race, color, national origin, handicap/disability unrelated to ability to perform the work required, sex, age, creed, ancestry, religious principles, marital status, nationality, affectional or sexual orientation, sex or atypical hereditary cellular or blood trait, or because of service in the Armed Forces of the U.S., in compliance with C.F.R. Parts 80, 84 and 91 and N.J.S.A. Title 10. No questions on this application are intended to secure information to be used for unlawful discrimination.

I voluntarily give the institution the right to make a thorough investigation of my past employment and activities, agree to cooperate in such investigation and release from all liability or responsibility all persons, companies or corporations supplying or receiving such information. I understand that any job offer I receive is contingent upon satisfactory completion of a physical examination. I consent to take the physical examination, and such future physical examinations as may be required by this institution at such times and places as the institution shall designate.

I understand that if I am hired, nothing contained in this application or anything else I receive or am told, would create an employment contract or anything other than an employment at will situation. I also understand that false or misleading information given in this application or interview (s) may result in disciplinary action up to and including discharge.

If employed, I will be required to complete an Employment Verification Form (I-9), and within three (3) days show satisfactory evidence of identity and eligibility for employment.

Applicant's Signature

Date