

APPLICATION FOR EMPLOYMENT

Methodist Manor
 Retirement Community
 1206 W 4th St
 Storm Lake, Ia. 50588
 (AN EQUAL OPPORTUNITY EMPLOYER)

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources department.

Position Applying For:		Date of Application:	
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Full Name: Last				First				Middle				Maiden			
Address	Street							Primary Phone							
	City							Alternate Phone							
	State							SSAN #							
	Zip							Drivers License #	(Only if driving is part of job function)						

If you are under 18, and it is required, can you furnish a work permit? If NO, please explain:	YES NO
Are you prevented from becoming employed in this country because of Visa or Immigration Status? Proof of citizenship or immigration status will be required upon employment.	YES NO
Have you ever been employed at Methodist Manor Before If YES, provide Start Date: End Date: Position:	YES NO
Type of Employment desired? <small>Full Time, Part Time, Temp</small>	Shift Preferred?
Date Available to Start:	
Are you capable of meeting the attendance requirements of the position?	YES NO
Would you be willing to work overtime if required?	YES NO
Do you have a record of founded child or dependent adult abuse, or have you ever been convicted of a crime in this state or any other? If YES, explain: _____ <small>Conviction is not necessarily a bar to employment. Each instance and explanation will be considered in relation to the position for which you are applying.</small>	YES NO

<u>Skills and Qualifications:</u> Summarize any training, skills, licenses and/or certificates, that may qualify you as being able to perform job related functions, in the position for which you are applying.

Continued on Back

Educational Background

High School	Years:	College	Years:	Other	Years:
Name		Name		Name	
City		City		City	
State		State		State	
Graduated	YES NO	Major	Degree	Explain	

Employment History / Work References

Provide the following information for your last four (4) employers, assignments or volunteer activities, beginning with the most recent

Current / Last Employer	Name:	Start	End
City		Job Title:	Salary/Wage \$
State		Summarize Responsibilities	
Telephone			
Supervisor Name:		Reason for Leaving:	

Second Last Employer	Name:	Start	End
City		Job Title:	Salary/Wage \$
State		Summarize Responsibilities	
Telephone			
Supervisor Name:		Reason for Leaving:	

Third Last Employer	Name:	Start	End
City		Job Title:	Salary/Wage \$
State		Summarize Responsibilities	
Telephone			
Supervisor Name:		Reason for Leaving:	

Fourth Last Employer	Name:	Start	End
City		Job Title:	Salary/Wage \$
State		Summarize Responsibilities	
Telephone			
Supervisor Name:		Reason for Leaving:	

References	Name	City	State	Telephone
Please give 3 personal references, that are not related to you and you have not previously worked for	1.			
	2.			
	3.			

How did you hear about the job opportunity at the Methodist Manor?

Newspaper Radio Television Internet Person

What was the name of the advertiser or person?

Because of Legislative action, effective July 1st 1997, Iowa Healthcare Facilities licensed under Chapter 135C of the Iowa Code are required to access criminal, child, and dependent adult abuse information through the Department of Criminal Investigations. I understand that I will be required to sign a waiver to allow access to check my criminal background, if I am to be considered for employment at Methodist Manor Retirement Community.

I give the employer the right to contact and obtain information from all references, employees, educational institutions and to otherwise verify the accuracy of the information contained in this application. I hereby release from liability the employer and its' representatives for seeking, gathering and using such information, and all other persons, corporations or organizations for furnishing such information.

The Methodist Manor does not unlawfully discriminate in employment, and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment, on a basis prohibited by local, state, or federal law. **Employment is considered without regard to race, color, national origin, disability or age.**

This application is current for sixty (60) days. At the end of that time, if you have not heard from the Methodist Manor, and you still wish to be considered for employment, it will be necessary to fill out another application.

I understand that if I am employed at Methodist Manor, any misrepresentation or material omission made by me on this application, will be sufficient cause for cancellation of this application and immediate discharge from Methodist Manors employment whenever it is discovered.

I understand that if I am employed by Methodist Manor, I am free to resign at any time, with or without cause, and with or without prior notice and that Methodist Manor reserves the same right to terminate my employment at any time, with or without cause, and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment. I understand that no representative of the employer, other than the Executive Director, has the authority to make any assurances contrary. I understand that any such assurances must be in writing and signed by the Executive Director.

CRIMINAL BACKGROUND CHECK

Last Name _____

First Name _____

Maiden Name _____

Date of Birth _____

Sex _____

Social Security Account Number _____ - _____ - _____

RN,LPN,CNA License Number _____

MMRC USE	
Check Completed By	
Initial	
Date	

I hereby give permission for the above requesting official to conduct an Iowa criminal background and dependent adult abuse check, with the Division of Criminal Investigation.

Signature _____

Date _____

Methodist Manor Retirement Community

Amanda Matthew

Director of Human Resources
1206 W 4th Street
Storm Lake, Iowa 50588

Telephone: (712) 732-1120 ext. 111

Fax (712) 732-3406

Memo To: Methodist Manor Applicants

From: **Amanda Matthew** Director of Human Resources

Thank you for indicating an interest in Methodist Manor Retirement Community and taking the time to complete the necessary application forms.

Reference forms will be mailed to the firms or persons you have listed on the application, as per our policy, or we will be contacting them by phone. It normally takes from seven (7) to ten (10) business days for references to be checked under the best circumstances, and you may be of assistance if you would contact those firms or people and ask them to see that a prompt return is assured. Our policy requires a minimum of two (2) satisfactory references be returned to us before the interview process can begin. **In addition, Iowa law requires that we conduct a criminal background check on all persons before they are hired.**

If you would like to see a job description for the position you are applying for, please stop in my office and you will be welcome to see one. An opportunity to ask questions about it will be provided to you at that time.

Your interest in working at Methodist Manor Retirement Community is certainly appreciated. If your references are satisfactory, and an appropriate position is open, we may contact you at the phone number you listed on your application, to arrange an interview time. If you are offered a position at the Methodist Manor Retirement Community, that offer will be contingent on a pre-employment physical conducted here by our physician and also you will be required to sign the waiver provided by the Department of Criminal Investigations so that we may conduct a background check as per Iowa law.