

Employment Application

For IC/HR use only:

Application # _____
Received by _____
Date _____

Greencroft Middlebury is an equal opportunity employer. Applicants are considered for employment without regard to race, color, national origin, religion, sex, age, disability, veteran status, or any other basis prohibited by law, unless such basis constitutes a bona fide occupational qualification.

Please complete all sections of the Application for Employment. If you have a resume, you may include it with the completed application form. Please print in blue or black ink.

Your application will be kept on file for six months. If during that time you wish to be considered for another posted opening, contact Human Resources by telephone, email or in person and request that your application be submitted for the opening.

Personal Information

Name: _____
Last First Middle

Address: _____
Number Street

City State Zip Code

Phone: _____ Alternate Phone: _____

Social Security Number: _____ Email Address: _____

Position Sought

Position Desired: _____

Wage/Salary Expected: _____ On what date would you be available for work? _____

Are you available to work: Full-time Part-time

Shift Availability: 1st shift 2nd shift 3rd shift

Are you available to work weekends? Yes No

How did you learn of this position?

Newspaper, specify _____ Reputation of facility

Employee _____ Website Other _____

General Information

Federal law requires applicants to present certain documentation to verify their identity and United States status or their legal authorization to work in the United States.

Are you legally eligible for employment in the United States? Yes No

Are you 18 years of age or older? Yes No

Do you have a valid driver's license (if job related)? Yes No

Have you been a member of the armed forces of the United States? Yes No

Have you been convicted of, pled guilty to, or received a suspended sentence for a felony or misdemeanor other than a minor traffic violation which has not been expunged by a court? *(A criminal conviction does not automatically disqualify an applicant from consideration.)* Yes No

If yes, please explain: _____

Have you ever been excluded or are currently suspended, debarred or otherwise ineligible from participating in the federal Medicare/Medicaid program by the Office of the Inspector General (OIG)? Yes No

If yes, please explain: _____

Education

| Type of School | Name of School | Location (City & State) | Circle last year completed | Major course of study | Graduated? Degrees? |
|-------------------------------|----------------|-------------------------|----------------------------|-----------------------|--|
| Grade | | | 6 7 8 | | |
| High School | | | 9 10 11 12 | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| College | | | 1 2 3 4 5 6 | | <input type="checkbox"/> Yes <input type="checkbox"/> No Degree _____ |
| Graduate | | | 1 2 3 4 | | <input type="checkbox"/> Yes <input type="checkbox"/> No Degree _____ |
| Business, Trade or Apprentice | | | | | <input type="checkbox"/> Yes <input type="checkbox"/> No Degree _____ |

Professional Certifications

| Type of License | License # | Issuing State | Expiration Date |
|-----------------|-----------|---------------|-----------------|
| | | | |
| | | | |

Please list any special job-related skills, certifications, and qualifications acquired from education, employment, volunteer work or military service which you feel may be helpful in considering your application.

References

Please list three references who are **not related to you** and are **not** previous employers.

| Name | Street Address | City, State, Zip | Phone Number | Relationship |
|------|----------------|------------------|--------------|--------------|
| | | | | |
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Mission Statement

In keeping with our Mennonite values and high standards of care, Greencroft Middlebury is committed to creating a dynamic community that embraces the creativity, contributions and challenges of aging for all.

Corporate Values

- Creativity: pursuing innovative solutions, creative ideas, and ongoing improvement
- Respect: demonstrating courtesy, kindness, grace, mercy, patience, and love for all
- Openness: embracing our differences, listening to others' viewpoints
- Fairness: leading with careful consideration in service to others
- Teamwork: working together toward a common vision across our community

Philosophy of Care

Our organization seeks to provide an environment that meets physical, spiritual, psychological, and social needs, and enhances self-determination, dignity, and independence. To this end we will maintain a continuum of quality care which is responsive to the changing needs of residents, their families, and the community.

Applicant's Statement

1. I authorize investigation of all statements contained in the application for employment as may be necessary in arriving at an employment decision. I understand that an investigation may be made and information may be obtained through interviews with the personal references and past employers listed. I further understand any conditional offer of employment may involve obtaining a criminal background report, Office of Inspector General (OIG) sanction screening, pre-employment drug screen and/or drivers license verification. I further understand that quarterly OIG sanction screenings for all active employees will be conducted and appearance on the OIG exclusion list may result in termination from employment. I hereby authorize the organization, if they wish, to make such inquiries.
2. I hereby release all parties, personal references and previous employers from any and all liability for any injury or damage that may result from their furnishing information concerning me or any action that may be taken on the basis of such information.
4. I understand that this application is not a contract of employment and that any resulting employment relationship is for no fixed period of time and is terminable at any time and for any reason by this organization, or by me. I further understand that statements which may be contained in policies, practices, handbooks or other material do not create any guarantee of employment and that this organization has the right to modify, amend or terminate policies, practices, benefits plans or other programs within the limits and requirements imposed by law. I understand that no representative of this organization, other than a corporate officer, has the authority to enter into any agreement for any specific period of time or to make any agreement contrary to the foregoing and that any such agreement must be in writing, signed by an authorized officer, and be specifically for employment, to be binding on this organization.
5. I certify that I have read the above mission statement, corporate values and philosophy of care and will conform to their expectations.
6. I certify that this application was completed by me and that all entries on it and all information contained in (this application, resume, and any supplement thereof) is CORRECT and COMPLETE to the best of my knowledge. In the event of employment, I understand that false, misleading or omitted information given in my application (or during interviews) may result in termination.

Date

Signature of Applicant

This application will be considered active for 6 months.