

APPLICATION FOR EMPLOYMENT

MARSHALL MANOR NURSING HOME

It is the policy of this facility to provide equal employment opportunities without regard to race, color, religion, marital status, handicap, sex, national origin, age, mental or physical disability, veteran status, or any other reason prohibited by law.

This application is active for 60 days.

POSITION APPLIED FOR: \_\_\_\_\_

NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
(Last) (First) (MI)

OTHER NAMES YOU'VE WORKED UNDER: \_\_\_\_\_

CURRENT ADDRESS: \_\_\_\_\_  
(Street) (City) (State) (Zip)

FORMER ADDRESS: \_\_\_\_\_  
(Street) (City) (State) (Zip)

Circle one answer per question below:

- Are you at least 18 years of age? YES NO
- Are you a U.S. Citizen or legally authorized to work in the U.S.? YES NO
- Do you have adequate means of transportation to get to work on time each day and when called in on a short notice? YES NO
- Review the job description for the position for which you are applying. Do you meet the qualifications and have the ability to perform the essential job functions of this job? YES NO
- If you have answered no to any of the above, please explain: \_\_\_\_\_  
\_\_\_\_\_
- Would you accept part time work? YES NO
- Would you accept temporary work? YES NO
- Are you related to anyone in this facility? YES NO
- If yes, state the name and relationship of each relative: \_\_\_\_\_  
\_\_\_\_\_
- Will you work overtime whenever scheduled or requested? YES NO

- Have you ever been employed by this facility? YES NO
- If yes, list dates/positions and reason for leaving: \_\_\_\_\_  
\_\_\_\_\_
- Have you ever been employed by South Hampton Nursing and Rehabilitation? YES NO
- If yes, list dates/positions and reason for leaving: \_\_\_\_\_  
\_\_\_\_\_
- Special skills/training you possess and equipment you can operate: \_\_\_\_\_  
\_\_\_\_\_
- Long range occupational/educational goals: \_\_\_\_\_  
\_\_\_\_\_
- Date you can begin work: \_\_\_\_\_ Preferred Shift: \_\_\_\_\_

**MILITARY SERVICE RECORD**

The hiring and re-employment of veterans will be conducted in accordance with applicable state and federal laws and regulations. Please provide an answer to each question below:

- Are you now a member of a Reserve or National Guard Unit? YES NO
- Were you in the U.S. Armed Forces? YES NO
- If yes, what branch? \_\_\_\_\_ Type of Discharge? \_\_\_\_\_
- Dates of Duty: From \_\_\_\_\_ To \_\_\_\_\_
- List duties in the military or special training that prepared you for the position you are seeking:  
\_\_\_\_\_  
\_\_\_\_\_

**BACKGROUND INFORMATION**

In addition to these questions, this facility requires a background check prior to employment. Please provide an answer to each question below.

- Have you ever been convicted or plead guilty to any criminal felony offense other than traffic violations? YES NO
- Have you been released from confinement following a conviction for any criminal felony offense? YES NO

➤ Are you presently charged with any felony convictions of law rather than traffic violations?  
YES NO

➤ If your response to any of the preceding three questions is "YES", give the date, place and nature of each such conviction or pending charge. The existence of a conviction or pending charge will not necessarily preclude you from employment. The nature of the crime and its relationship to the position applied for, the degree of rehabilitation of the applicant and the time elapsed since the crime or release from confinement will all be considered.

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EDUCATIONAL BACKGROUND

High School	Graduation Date	Diploma Type
College	Graduation Date	Degree Earned
Nursing School	Graduation Date	License Obtained
Other		

**EMPLOYMENT HISTORY**

List all employers for whom you have worked during the last five years. Explain any lapses between times when employed. You may attach a resume, but must still completely fill in this section.

NAME/ADDRESS OF EMPLOYER	DATES	POSITION	PHONE NUMBER	REASON FOR LIVING

**PROFESSIONAL LICENSES AND CERTIFICATIONS**

TYPE	STATE	DATE ISSUED	EXP. DATE	NUMBER

*ACKNOWLEDGEMENT STATEMENT*

I hereby state that the information given by me in this application is true in all respects. I agree that if I am employed and the information is found to be false in any respect, I will be subject to dismissal without notice at any time. I hereby authorize my former employer to release information pertaining to my work record, work habits, and my work performance during my employment.

In making application for employment, I understand that an Investigation report may be made by a consumer reporting agency to include information as to my character, general reputation, personal characteristics, and mode of living, whichever may be applicable. If such an investigative report is made, I understand that I will receive notice that such a report has been requested and I will have the right to make a written request for a complete and accurate disclosure of additional information concerning the nature and scope of the investigation. I also understand that a criminal background investigation will be conducted.

I understand and agree that any employee handbook, which I may receive, will not constitute an employment contract, but will be merely a gratuitous statement of the nursing facility's current policies.

I understand that the nursing facility reserves the right to require its employee to submit to blood tests or urinalysis for alcohol or drug screen or to allow inspection of bags (including purses or briefcases) or parcels brought or taken out of the facility. I understand that refusal to submit to a urinalysis, blood test, or search when requested to do so, may result in termination of employment.

I understand and agree that if I am offered employment by the nursing facility, my employment will be for no definite term. Either the nursing facility or I will have the right to terminate the employment relationship at any time, with or without cause, and with or without notice. This relationship can only be modified in writing and signed by an officer of the facility.

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Signature of Applicant

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Date

Marshall Manor Nursing Home

3120 North Street Guntersville, Alabama 35976

Phone: 256-582-6561 Fax: 256-582-2383

A former employee of yours is applying at Marshall Manor Nursing Home and has given your name as a reference. Please take a moment to provide us with the information requested below and fax or mail this form back to us at your earliest convenience.

In reference to: \_\_\_\_\_

I hereby give permission to release my personal information to Marshall Manor Nursing Home.

\_\_\_\_\_  
Applicant Signature

Confidential Information

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

Date Last Worked: \_\_\_\_\_

- |  |           |      |            |              |
|--|-----------|------|------------|--------------|
| ➤ Overall Ratings:                                   | Excellent | Good | Acceptable | Unacceptable |
| ➤ Productivity Level:                                | Excellent | Good | Acceptable | Unacceptable |
| ➤ Dependability:                                     | Excellent | Good | Acceptable | Unacceptable |
| ➤ Attitude:  | Excellent | Good | Acceptable | Unacceptable |
| ➤ Would you rehire this person?                      | YES       | NO   |            |              |
| ➤ Reason this person is no longer employed with you: | _____     |      |            |              |

Reference Supplied By: (Print your name please): \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

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

**AUTHORIZATION AND RELEASE FOR THE PROCUREMENT OF CIVIL/CRIMINAL  
BACKGROUND, CONSUMER REPORTS AND EMPLOYMENT, EDUCATION AND  
BACKGROUND VERIFICATIONS**

I, the undersigned applicant, do hereby authorize Marshall Manor Nursing Home (hereinafter referred to as "Marshall Manor"), and/or its agents, representatives, employees or independent contractors, (hereinafter referred to as "agents"), to procure or conduct a general investigation of my background.

This investigation and any reports resulting from it may include, but shall not be limited to, employment and educational verification; personal references; personal interviews; personal credit history based upon reports from credit bureaus; driving history; social security number verification; residence history; criminal and civil histories/records and any other public record.

I further authorize any person, business entity or governmental agency who may have information relevant to the above to disclose such information to Marshall Manor and/or its agents, including, but not limited to, any court house, any governmental or public agency, any and all law enforcement agencies and any and all credit reporting bureaus, regardless of whether such person, business entity or governmental agency compiled the information itself or received it from other sources.

I hereby release Marshall Manor and its agents from any and all liability, claims and/or demands, of whatever nature, to me, my heirs, representatives, assigns or others making such a claim or demand on my behalf, arising from the procurement, selling, providing, brokering and/or assisting with the compilation or preparation of such investigative reports as are authorized hereby.

I acknowledge that this authorization shall become effective as of date hereof and, if I am hired by Marshall Manor, then it shall remain effective throughout the term of my employment with Marshall Manor.

PRINTED NAME: \_\_\_\_\_  
   FIRST  MIDDLE  LAST

OTHER NAMES USED MAIDEN/ALIAS \_\_\_\_\_  
   FIRST  MIDDLE  LAST

CURRENT ADDRESS: \_\_\_\_\_  
   STREET                        CITY                        STATE                        ZIP                        DATES

FORMER ADDRESS: \_\_\_\_\_  
   STREET                        CITY                        STATE                        ZIP                        DATES

SOCIAL SECURITY#: \_\_\_\_\_ \*\*DOB: \_\_\_\_\_ \*\* MALE/FEMALE (CIRCLE ONE)

DRIVER'S LICENSE #: \_\_\_\_\_ ISSUED STATE: \_\_\_\_\_ \*\*RACE: B/W/H/OTHER (CIRCLE ONE)

\*\* without this information, we will be unable to properly identify you in the event we find adverse information during the course of our background search.

I hereby certify that the above information is true and correct. I understand that falsification of any of the above information may lead to discipline, termination, and/or denial of promotion or employment.

Applicant Signature \_\_\_\_\_ Date: \_\_\_\_\_