

Senior Monongalians, Inc. - Employment Application

PLEASE READ THE FOLLOWING BEFORE COMPLETING OUR APPLICATION:

1. There is no guarantee of a job offer or a job interview in completing our application. Your application will be considered with others who have submitted applications and decisions about interviews will be based on this comparison.
2. Our application must be completely filled out in order for it to be considered for employment.
3. If the information provided on our application cannot be satisfactorily verified by employment reference checks, your application could be considered as incomplete.
4. Applications are filed according to job title. Be as specific as possible in stating the job applying for: ANY position is not an acceptable response on our application. You must also read and accept the duties described in the job description. All physical requirements must be understood and the ability to be able to perform these requirements must be considered.
5. Due to the large number of applications we receive and the competitive nature of our employment process, specific reasons for employment decisions will not be released.
6. In completing our application blank, you may/will be subject to the following checks:
 - EMPLOYMENT REFERENCE CHECK FROM FORMER EMPLOYERS
 - CRIMINAL RECORD CHECK
 - DRUG SCREEN
7. Employees are paid by DIRECT DEPOSIT every 14 days.

I have read the above statements.

Signature of Applicant

SENIOR MONONGALIANS, INC.

APPLICATION FOR EMPLOYMENT

FEDERAL AND STATE LAWS PROHIBIT DISCRIMINATION IN EMPLOYMENT BECAUSE OF SEX, AGE, RACE, COLOR, RELIGIOUS CREED, MARITAL STATUS, NATIONAL ORIGIN, ANCESTRY, CITIZENSHIP, LIABILITY FOR SERVICE IN THE ARMED FORCES OF THE UNITED STATES OR DISABILITY OR ANY OTHER PROTECTED CLASSIFICATION.

DATE: _____

PERSONAL INFORMATION

TELEPHONE: (____) _____ - _____
AREA NUMBER

NAME FIRST MIDDLE INITIAL LAST

(for the sole purpose of verifying past work records)

PRESENT ADDRESS STREET CITY STATE ZIP CODE

HAVE YOU EVER WORKED UNDER ANOTHER NAME? YES ___ NO ___

IF YES, WHAT NAME OR NAMES? _____

HAVE YOU EVER WORKED FOR SENIOR MONONGALIANS, INC. BEFORE? YES ___ NO ___

IF YES, DATES OF EMPLOYMENT AND REASON FOR LEAVING _____

ARE YOU 18 YEARS OF AGE OR OLDER? YES ___ NO ___

ARE YOU EITHER A U.S. CITIZEN OR AN ALIEN WHO HAS THE LEGAL RIGHT TO REMAIN AND WORKING THE U.S.? (YOU WILL BE REQUIRED TO FURNISH PROOF OF LAWFUL WORK STATUS IF YOU ARE EXTENDED A JOB OFFER.) YES ___ NO ___

HAVE YOUR EVER BEEN CONVICTED OF A CRIME? YES ___ NO ___

IF SO, PLEASE DESCRIBE FULLY THE CRIMINAL CONVICTION(S), LISTING THE NATURE OF THE OFFENSE, THE DATE OF THE OFFENSE, AND YOUR REHABILITATION SINCE THE CONVICTION(S). (A CONVICTION RECORD WILL NOT NECESSARILY BE A BAR TO EMPLOYMENT.)

DO YOU HAVE ANY PHYSICAL IMPAIRMENTS OR INJURIES THAT WOULD PREVENT YOU FROM PERFORMING THE DUTIES AND TASKS OF THE JOB DESCRIPTION APPLIED FOR? YES ___ NO ___

EMPLOYMENT DESIRED

POSITION(S) APPLIED FOR: _____

DATE YOU CAN START: _____

EMPLOYMENT AVAILABILITY: MONTH DAY YEAR FULL TIME PART TIME

TIMES AVAILABLE: _____ TO _____

WHAT ARE YOUR EMPLOYMENT INTENTIONS: ___ LESS THAT 1 YEAR ___ 1-2 YEARS ___ INDEFINITELY

SCHOOL
HIGH SCHOOL

YEARS ATTENDED

COURSE OF STUDY

DEGREE/DIPLOMA

COLLEGES

OTHER SCHOOLS

EMPLOYMENT HISTORY

LIST BELOW YOUR WORK EXPERIENCE (STARTING WITH YOUR PRESENT OR MOST RECENT EMPLOYER) FOR THE LAST FIVE YEARS OR YOUR LAST THREE EMPLOYERS, WHICHEVER WILL PROVIDE US WITH THE GREATEST INFORMATION ABOUT YOU. USE THE REVERSE SIDE OF THE APPLICATION FORM IF YOU NEED ADDITIONAL SPACE. PLEASE ACCOUNT FOR ALL PERIODS OF UNEMPLOYMENT IN THIS SECTION.

<u>DATES OF EMPLOYMENT</u>	<u>NAME & ADDRESS OF EMPLOYER</u>	<u>NAME OF SUPERVISOR</u>	<u>JOB TITLE</u>	<u>SALARY</u>
FROM: _____	_____	_____	_____	START _____
TO: _____	_____	_____		ENDING _____

TYPE OF BUSINESS _____

BRIEFLY DESCRIBE YOUR JOB DUTIES AND WORK EXPERIENCE:

REASON FOR LEAVING _____

<u>DATES OF EMPLOYMENT</u>	<u>NAME & ADDRESS OF EMPLOYER</u>	<u>NAME OF SUPERVISOR</u>	<u>JOB TITLE</u>	<u>SALARY</u>
FROM: _____	_____	_____	_____	START _____
TO: _____	_____	_____		ENDING _____

TYPE OF BUSINESS _____

BRIEFLY DESCRIBE YOUR JOB DUTIES AND WORK EXPERIENCE:

REASON FOR LEAVING _____

<u>DATES OF EMPLOYMENT</u>	<u>NAME & ADDRESS OF EMPLOYER</u>	<u>NAME OF SUPERVISOR</u>	<u>JOB TITLE</u>	<u>SALARY</u>
FROM: _____	_____	_____	_____	START _____
TO: _____	_____	_____		ENDING _____

TYPE OF BUSINESS _____

BRIEFLY DESCRIBE YOUR JOB DUTIES AND WORK EXPERIENCE:

REASON FOR LEAVING _____

**MAY WE SPEAK TO YOUR PRESENT EMPLOYER AT THIS TIME? YES ____ NO ____

READ BEFORE SIGNING

I understand that Senior Monongalians, Inc. (SMI) insists that all of its employees be able to perform the essential functions of their employment as well as possess the character, integrity and general reputation for honesty that SMI would itself represent in its dealings with customers, suppliers and employees, among others. Accordingly, SMI insists on complete honesty.

I, therefore, authorize SMI to make whatever inquiries it deems appropriate to verify any information given in my application and/or determine my qualifications and ability to perform the job for which I am applying. I understand that my consideration for employment is contingent upon the results of this background/reference investigation, including verification of previous assignments, education, and criminal/law records; authentication of the truth of all statements made in this application; personal and professional reference checks, including inquiries into my character, work performance, general reputation and work habits; and if necessary, to secure a credit report, investigative and otherwise concerning my credit worthiness and other information permitted by state/federal law. I EXPRESSLY HEREBY GIVE MY CONSENT FOR ALL CONTACTED PERSONS TO PROVIDE INFORMATION CONCERNING THIS APPLICATION AND I RELEASE EACH SUCH PERSON FROM LIABILITY FOR PROVIDING INFORMATION TO SENIOR MONONGALIANS, INC.

I also understand that I must pass a drug screen prior to any offer of employment being made. If applying for a driver's position, I understand that I must have a clean driving record.

I hereby certify that the information contained in this application is correct to the best of my knowledge and I understand that falsification of this application in any detail, including misrepresentation or omission of facts, is grounds for disqualification from further consideration, or for dismissal from employment at a later date. Furthermore I agree to conform to the rules and regulations of SMI and I UNDERSTAND THAT, IF HIRED, MY EMPLOYMENT WILL BE FOR NO DEFINITE PERIOD OF TIME, THAT I WILL BE AN EMPLOYEE AT-WILL, THAT I WILL BE FREE TO LEAVE EMPLOYMENT WITH SMI AT ANY TIME AND FOR ANY REASON AND THAT SMI MAY TERMINATE MY EMPLOYMENT AT ANY TIME, WITH OR WITHOUT CAUSE AND WITH OR WITHOUT NOTICE. I UNDERSTAND THAT NOTHING IN ANY OF SMI'S WRITTEN POLICIES, HANDBOOKS, OR OTHER DOCUMENTS SHOULD BE CONTRACTUAL OBLIGATIONS ON THE PART OF SMI. FURTHERMORE, I UNDERSTAND THAT NO ONE AT SMI IS AUTHORIZED TO MAKE ANY CONTRACT RELATING TO MY EMPLOYMENT UNLESS THE CONTRACT IS SET IN WRITING AND IS SIGNED BY THE EXECUTIVE DIRECTOR OF SENIOR MONONGALIANS, INC.

Signature of Applicant

Date