

# Bel Aire Assisted Living

## Application for Employment

Pre-employment Questionnaire  
Equal Opportunity Employer

DATE OF APPLICATION \_\_\_\_\_

**PERSONAL INFORMATION**

Name (Last, First, Middle Initial)			Social Security No.
Current Phone	Current Address	City	State & Zip Code
Permanent Phone	Permanent Address	City	State & Zip Code
Referred By:	Email Address:	Age	Date of Birth (Needed at time of hire)

**DESIRED EMPLOYMENT**

Position	Date available	Desired Total Hours	Desired salary	Duration of desired employment
Days & Times Available		Sunday Church Schedule?	Graveyard Shifts?	On Call Any Shifts?
Are you presently employed? Yes <input type="checkbox"/> No <input type="checkbox"/>		If so may we contact your present employer? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Ever applied to Bel Aire before? Yes <input type="checkbox"/> No <input type="checkbox"/>		When	What position	

**FORMER EMPLOYMENT - Please list most recent employment first.**

MONTH AND YEAR	NAME, ADDRESS, AND TELEPHONE OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
From				
To				
From				
To				
From				
To				
From				
To				
From				
To				

**REFERENCES - We require the names of three people *not related to you*, whom you have known for at least one year.**

NAME	BUSINESS / ADDRESS	PHONE	YEARS ACQUAINTED

**Note to applicant:** DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED OF THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you are applying: A description of the activities involved in such job or occupation is attached. Yes  No

(Questionnaire reverse side)

Have you been convicted of a felony or misdemeanor? Yes  No

If Yes, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you had a conviction or prior employment history of child or client abuse, neglect or mistreatment?

Yes  No

If Yes, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration status?

Yes  No  Proof of citizenship or immigration status will be required upon acceptance of employment.

**AUTHORIZATION**

"I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal. I authorize investigation of all statements contained herein and the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release the company from all liability for any damage that may result from utilization of such information.

I also understand and agree that no representative of the company has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized company representative.

Bel Aire Homes is an Equal Opportunity Employer. Bel Aire Homes does not discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant's consideration for employment on a basis prohibited by local, state or federal law.

I understand that just as I am free to resign at any time, Bel Aire Homes reserves the right to terminate my employment at any time, with or without cause and without prior notice. I understand that no representative of Bel Aire Homes has the authority to make any assurances to the contrary.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

INTERVIEWED BY \_\_\_\_\_ DATE \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE**

**REMARKS**


Neatness	Character	Personality	Ability		
<b>ORIENTATION:</b> <i>(Initial)</i>  Orientation By:	Job Description Ethics, Confidentiality, Residents' Rights Fire & Disaster Plan Policy & Procedures Reporting Responsibility for Abuse, Neglect & Exploitation	<b>TRAINING:</b> <i>(Initial)</i>  Training By:	Shower/Bath/Sponge Toilet (depends outside) Kitchen-Meals, Food Prep Cleaning		
Position	Hire date	Start date	Salary/wages	End date	Rehire?