

# St. Luke Homes & Services, Inc.

Application for Employment

Date of Application: \_\_\_\_\_ Position Applying For: \_\_\_\_\_

Name: \_\_\_\_\_  
(Last) (First) (Middle) (Maiden)

Address: \_\_\_\_\_  
(Street) (City, State, and Zip Code)

Telephone: (\_\_\_\_\_) \_\_\_\_\_ Social Security Number: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Are you licensed or certified for the position you are applying for:  YES  NO  
Certification Number: \_\_\_\_\_ License Number: \_\_\_\_\_

Are you at least 18 years of age?  YES  NO Are you at least 16 years of age?  YES  NO

Have you ever been employed by St. Luke before?  YES  NO If yes, give date(s): \_\_\_\_\_

If hired, can you submit verification of your legal right to work in the U.S.?  YES  NO

*NOTE: If hired, you will be required to submit documents sufficient to establish employment authorization and identity compliance with the Immigration Reform and Control Act of 1986. While you need not provide this proof of citizenship or immigration status at the time you are interviewed, please be prepared to assure us that you can do so immediately upon being hired.*

On what date would you be available for work: \_\_\_\_\_ Expected Salary? \_\_\_\_\_

Are you available to work:  Full Time?  Part Time?  Temporary?

What days are you available to work? (circle days available) S M T W T F S

What shifts are you available to work?  7 a.m.-3 p.m.  3-11 p.m.  11 p.m.-7 a.m.  Other?

Are you on a lay-off and subject to recall?  YES  NO Are you literate or can you read?  YES  NO

Where did you learn of this employment opportunity?  Paper/Shopper  Radio  Internet  Friend  
 Other

## References:

Name:	Telephone Number:	Years Acquainted:
1. _____ / _____ / _____		
2. _____ / _____ / _____		
3. _____ / _____ / _____		

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 state?  YES  NO

If YES, please explain: \_\_\_\_\_

List special skills and qualifications, including those acquired from employment or experience: \_\_\_\_\_

**Employment History:**

Date: To: From:	Company:	Address:	Phone:	Supervisor:	Position:	Reason for Leaving:	Pay Rate:
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**Applicant's Statement**

*(Please Read Thoroughly Before Signing)*

I certify that the answers given in this application for employment are true and complete to the best of my knowledge. The facility will investigate all statements made in this application including any criminal or abuse record which could be a two- to three-week process. (Federal and state law require us to perform criminal and abuse checks on everybody before they begin work.) I understand that any false or misleading information provided can result in a decision not to hire, immediately discharge if hired, and civil or criminal penalties are possible in appropriate cases.

In signing this application, I state that I have read a copy of the job description for all jobs for which I have applied. I understand that I will be required to fulfill ALL aspects of any job if I am hired to perform the job. I understand that the failure to fulfill any aspect of the job may be grounds for termination.

I also understand that I am required to submit to a TB test and physical examination including x-rays if requested, and if such reports show that I do not meet the required medical standards for this position, I agree that my employment may be terminated. St. Luke Homes & Services, Inc. will pay for or reimburse me for this physical. Should I not remain with St. Luke Homes & Services, Inc. one full year, the cost of the physical exam shall be deducted from my last paycheck.

If uniforms or any St. Luke Homes & Services, Inc. equipment are furnished to me, I will return them, clean and in good condition when I am no longer employed at St. Luke Homes & Services, Inc. or I authorize St. Luke Homes & Services, Inc. to deduct the amount of cost pro rated from my paycheck.

I understand that I am encouraged to have a checking or savings account at a bank of my choice for the direct deposit of my paycheck.

I understand that this application **is not a contract of employment**. If hired, regardless of any oral representations to the contrary, the employment relationship between myself and the facility is terminable at will; that I have the right to terminate my employment at any time for any reason, and the facility retains the same right. Any changes to this employment relationship must be in writing. I understand that if hired, I am required to abide by all rules and regulations of St. Luke Homes & Services, Inc.

\_\_\_\_\_  
Signature of Applicant:

\_\_\_\_\_  
Signature of Witness:

**Equal Opportunity Employer**

Applicants are considered for, and employees are treated during employment without regard to age, race, color, sex, national origin, religion, disability, or status as a disabled Vietnam-era veteran.