

NEW BEGINNINGS AT WAVERLY, LLC
109 NORTH SHORE DRIVE
WAVERLY, MN 55390

APPLICATION FOR EMPLOYMENT
An Equal Opportunity Employer

PLEASE TYPE OR PRINT IN BLACK INK

POSITION DESIRED

TODAY'S DATE:

Minimum Earnings Required

Shift Preferred

Have you ever applied here before? When? Under what name?

Full Time

Part Time

On Call

Date Available for Work:

*** GENERAL - PERSONAL INFORMATION**

Last Name

First

Middle

telephone

Home

Work

Home Address (Street & Number)

City

State

Zip Code

Social Security Number

Parents or Guardian of Minor Applicant (Name & Address)

Friends or Relatives employed by this facility

*** LICENSING**

Identify each license or certification held. Include numbers and expiration date.

CPR?

Yes

No

Expires

*** EDUCATION**

NAME AND LOCATION OF SCHOOLS		Year GRAD/GED	DEGREE
High School Last Attended			
College	Name		
	city State		
or University	Name		
	City State		
Graduate School	Name		
	City State		
Business or Vocational	Name		
	City State		
Other			

*** REFERENCES (Other than relatives)**

NAME	POSITION	ADDRESS (Include City/State)	Phone Work/Home	Number of Years Known
1				
2				
3				

* EMPLOYMENT

Account for the past ten (10) years. Include periods of unemployment, self-employment, schooling or military service.
List present (or most recent) position first. Please include any other name under which such records may appear. Attach supplemental sheets if more space is needed.

I authorize New Beginnings to make reference inquires of current employer.

Yes

No Initials _____

I authorize New Beginnings to make reference inquires of former employer.

Yes

No Initials _____

(1) Name of Employer Telephone Number From Mo/Yr To: M/Yr.

Street	City	State	Type of Business
Title/Duties and Responsibilities			Supervisor

Reason for Leaving

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(2) Name of Employer Telephone Number From Mo/Yr To: M/Yr.

Street	City	State	Type of Business
Title/Duties and Responsibilities			Supervisor

Reason for Leaving

(3) Name of Employer From Mo/Yr To: M/Yr.

Street	City	State	Type of Business
Title/Duties and Responsibilities			Supervisor

Reason for Leaving

*** SECURITY**

A. Are you legally eligible to work in the U.S.? Yes No

If you are hired to work at this facility you will be required to furnish documentation within

3 working days that you are a legal resident and are legally entitled to work in the U.S.

B. Have you been convicted of a felony within the past seven years? — Yes No

If yes, briefly describe the circumstances of your conviction, indicating the date, nature and place of the offence, and the disposition of the case. A felony conviction record will not bar you from employment since this will be looked upon as only one of the factors considered in the employment decision and is evaluated in terms of nature, severity and the date of the offence.

Complete this section if you are applying for a position with regular access to drugs and medication:

Have you ever been arrested on charges of possession, sales, transport, cultivation or selling to a minor of a controlled substance, or forging or altering a prescription?

Yes ____ No ____ If yes, please describe the circumstances and disposition _____

Complete this section if you are applying for a position with regular access to patients:

Have you ever been arrested on sex offense charges such as rape, assault with intent to rape, child molestation, or enticement or abduction of a minor?

Yes ____ No ____ If yes, please describe the circumstances and disposition _____

*** CONDITIONAL OFFER OF EMPLOYMENT**

Compliance with this facility's Chemical use Policy is a condition of employment. New Beginnings at Waverly requires that every new employee be free of chemical use problems. Each offer of employment is contingent upon successfully completing a urinalysis test/screen for alcohol and drug in accordance with facility policy. New Beginnings at Waverly will not hire any applicant who fails to pass the pre-employment drug test. Continued employment is also contingent upon compliance with the facility's chemical use policy.

I have read and understand these conditions _____

Signature

Date

The facility does not discriminate against anyone on the basis of race, age, creed, sex, religion, color, national origin, disability, veterans, citizenship status, marital status, sexual orientation, familial status, or political opinion or affiliation.

During our initial or subsequent processing of your application for employment a reference inquiry may be made which will provide applicable information concerning character, general reputation and personal characteristics. We may also verify such data as dates of employment, past and or present salary and reasons for leaving previous employers. Omissions or misstatements of material facts may be considered cause for dismissal. Upon your written request we will provide you with additional information as to the nature and scope ^{it} the inquiry, if one is made.

I certify that the answers given by me to the foregoing questions and statements are true and correct without consequential omissions of any kind whatsoever. I agree that the facility shall not be liable in any respect if my employment is terminated because of falsity of statements, answers or omissions made by me in this questionnaire I also understand and agree that my employment is terminable at will so that employment shall continue only as long as ^{it} is mutually agreeable; and further, nothing in this application is any way an express or implied contract of employment between the facility or New Beginnings at Waverly and me.

I authorize the companies, schools or persons named above to give any information regarding my employment, or scholastic standing, together with any other information they may have.

Signature _____ Date _____