## MOUNT MACRINA MANOR APPLICATION FOR EMPLOYMENT

520 West Main Street - Uniontown, PA 15401

Revised: 01/14 PERSONAL INFORMATION Last Name \_\_\_\_\_\_First \_\_\_\_ Middle Initial \_\_\_ Social Security Number \_\_\_\_\_ Other names you have used \_\_\_\_\_ Address \_\_\_\_ City State Zip Code Telephone Number Email Address Have you lived outside the State of Pennsylvania in the last 2 years? Yes { No { Have you ever worked for this Facility? Yes { No { Dates of employment: From \_\_\_\_\_ to \_\_\_\_\_ to \_\_\_\_\_ Certification/Professional License # \_\_\_\_\_\_ State(s) currently valid \_\_\_\_\_ If under 18 years of age, do you have a work permit? Yes { No { If yes, please provide a copy of the work permit. Are you aware of any reason why you cannot perform the essential functions of the job for which you are applying with or without a reasonable accommodation? Have you ever been convicted of a crime? Yes { No { If yes, please describe fully the criminal conviction(s), listing the nature of the offense, your age at the time of the offense, and your rehabilitation since the conviction(s). (A conviction record will not necessarily be a bar to employment.) Have you ever been dismissed from employment due to abuse of a client or resident (including a physical, mental or sexual abuse, neglect, abandonment or exploitation)? Yes { No { **EMPLOYMENT DESIRED** Position(s) applied for: RN LPN CNA Housekeeping/Laundry Dietary Maintenance/Security □PT/OT/ST □PTA/COTA □OTHER: Salary/Hourly wage you are seeking \_\_\_\_\_\_Will accept Full-time \_\_\_\_\_ Part time \_\_\_\_\_ Other\_\_\_\_\_ Specify days and hours, if part-time Please include any information you think would be helpful to us in considering you for employment, such as work exp. activities, accomplishments etc.: Were you referred to our Facility by an employee? Yes { No { if yes, please provide his/her name \_\_\_\_ **EDUCATION HISTORY** Name and Address Grade Diploma \_\_\_\_ School of School Completed High School 9 10 11 12 College

Other

Name of Employer					
Address of Employer	Street		City	 State	Zip Code
			•		·
Telephone Number		Supervisor		Job Title	
Starting Salary	Finish		Date of Employment:	/ to	<u>/ /</u>
Reason for Leaving _					
Briefly describe your jour	ob duties				
Title above is your cu	ırrent employer, <b>may w</b>	ve contact them?	Yes { No {		
Name of Employer					
Address of Employer	Street		City	State	Zip Code
				Job Title	
	Finish			oyment: / /	
					to
Reason for Leaving _					
Briefly describe your jo	ob duties				
				-	
Address of Employer	Street		City	State	Zip Code
Telephone Number		Supervisor			
Starting Salary	Finish		Date of Employment:	/ to _	
Reason for Leaving _					
_					
ACKNOWLEDGEME	NI				

I further authorize any previous employers, personal references, educational institutions and police departments to provide Mount Macrina Manor with all requested information, and I release Mount Macrina Manor from any liability connected with the submission or use of this information.

Furthermore, I understand that I may be asked to work different or rotating shifts, weekends and holidays regardless of what my starting work schedule may be. I understand that if I am asked to work different shifts or days, and I refuse to do so, that such refusal may be cause for my immediate dismissal.

I understand and agree that it is necessary for me to have a Physical Examination, which will be my financial responsibility. I hereby consent to undergo that Physical Examination which may include any and all tests and procedure determined by Mount Macrina Manor to be helpful in evaluating my suitability for employment. Also, I understand and agree that it is necessary for me to have a Two-Step PPD Test to confirm that I am free of tuberculosis.

Mount Macrina Manor is an Equal Opportunity Employer; Federal law prohibits discrimination in employment practices and no question on this application is asked for the purpose of limiting or excluding any applicant's consideration for employment because of race, color, religion, sex, age, national origin, disability or genetic information.

**EMPLOYMENT HISTORY** 

## **MOUNT MACRINA MANOR**

520 West Main Street - Uniontown, PA 15401

## **CHARACTER REFERENCES**

Please provide three reference names and phone numbers below that we may contact in regards to your personal character and suitability for employment with Mt. Macrina Manor. Please do not include any family members or relatives. Examples of suitable character references are: present or past teachers, instructors or professors, present or past co-workers, coaches, volunteer supervisors, religious or church leaders or community members.

APPLICANT NAME:	DATE:				
CHARACTER REFERENCES					
Name of Reference:					
Have da via e kin ave tham?					
How do you know them?					
Telephone Number:					
CHARACTER REFERENCES					
Name of Reference:					
How do you know them?					
Telephone Number:					
CHARACTER REFERENCES					
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How do you know them?					
Telephone Number:					