

**APPLICATION FOR EMPLOYMENT**



**ARBUTUS PARK MANOR**  
**207 Ottawa Street**  
**Johnstown, PA 15904**

Equal Opportunity Employer

Date of Application \_\_\_\_\_ Position(s) Applied for \_\_\_\_\_

**I. GENERAL INFORMATION**

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

Telephone Number (\_\_\_\_) \_\_\_\_\_ Message Number (\_\_\_\_) \_\_\_\_\_

Present Address \_\_\_\_\_  
(Number and Street Address)  
\_\_\_\_\_  
(City) (State) (Zip Code)

Are you legally eligible for employment in the United States? Yes  No   
(Proof of U.S. Citizenship or Immigration Status will be required upon employment)

Have you been employed here before? Yes  No  Dates \_\_\_\_\_

Type of work desired Full-Time  Part-Time  Date Available \_\_\_\_\_

Are you related to anyone working here? Yes  No

If yes, state name \_\_\_\_\_ and relationship \_\_\_\_\_

Are you age 18 or older? Yes  No

Have you ever been convicted of a felony? Yes  No   
(Such conviction may be relevant if job related, but is not an automatic bar to employment)

If yes, describe in full, including date(s) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Arbutus Park Manor is an equal opportunity employer dedicated to a policy of non-discrimination in all areas of employment. In accordance with this policy all qualified applicants for employment will be considered without regard to race, color, creed, religion, sex, national origin, age, or the presence of a non-job related medical condition or handicap.*

## II. WORK EXPERIENCE

Beginning with your present or most recent employer, please list the requested information including military experience. Explain any gaps in employment in the comment section below. If additional space is required, please continue on a separate sheet of paper.

Employer:	Dates		Hourly Rate/Salary	
	From	To	Starting	Final
Address & Phone:				

Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_  
 Reason for Leaving \_\_\_\_\_ May we contact for reference? Yes  No   
 Work Performed \_\_\_\_\_

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Employer:	Dates		Hourly Rate/Salary	
	From	To	Starting	Final
Address & Phone:				

Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_  
 Reason for Leaving \_\_\_\_\_ May we contact for reference? Yes  No   
 Work Performed \_\_\_\_\_

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Employer:	Dates		Hourly Rate/Salary	
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Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_  
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 Work Performed \_\_\_\_\_

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Employer:	Dates		Hourly Rate/Salary	
	From	To	Starting	Final
Address & Phone:				

Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_  
 Reason for Leaving \_\_\_\_\_ May we contact for reference? Yes  No   
 Work Performed \_\_\_\_\_

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Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### III. EDUCATION

Name of Last High School Attended	City and State	Do you have either a High School Diploma or G.E.D.?
		Yes <input type="checkbox"/> No <input type="checkbox"/>

Names of College(s) Attended	No. of years completed	Degree	GPA/Class Rank	Major	Minor

List current job related Licenses or Certificates

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What other education or training have you had? Describe the type of training, the source and the dates?

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Do you have a valid Pennsylvania Driver's License? Yes  No

Have you been a Pennsylvania resident for the last two years? Yes  No

What job skills do you possess?

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### IV. REFERENCES

Please list below three employment references whom we may contact for the purpose of obtaining information relating to your current/previous employment, (*or education or personal references, if not previously employed*)

Name/Position	Organization	Address	Phone Number

**V. APPLICANT'S CERTIFICATION**

***PLEASE READ CAREFULLY BEFORE SIGNING. IF YOU HAVE ANY QUESTIONS REGARDING THE FOLLOWING STATEMENTS, PLEASE ASK FOR ASSISTANCE.***

I certify that, to the best of my knowledge and belief, the answers given by me to the foregoing questions and the statements made by me in this application are correct and complete. I understand that any false statement on this application may result in my rejection or dismissal. Arbutus Park Manor is authorized to communicate with all my former employers, school officials, and persons named as references. I hereby release all employers, schools, and individuals from any liability for any damage whatsoever resulting from giving such information.

I understand that employment, if granted, is dependent upon satisfactorily passing a pre-employment physical, and subsequent physicals or other examinations as Arbutus Park Manor or their regulatory agencies may require.

I understand that employment, if granted, has a defined probationary period and that I may be dismissed at any time during that period for any reason at the discretion of Arbutus Park Manor.

If employed, I understand and agree that such employment may be terminated at any time and without liability to me for continuation of wages, salary, or employment related benefits.

Date \_\_\_\_\_ Signature \_\_\_\_\_

Social Security \_\_\_\_\_

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**FOR MANOR USE ONLY:**