

APPLICATION FOR EMPLOYMENT

THE LUTHERAN HOME FOR THE AGED
2825 Bloomfield Road • Cape Girardeau, MO 63703
Phone: 573-335-0155 • Fax: 573-986-6212

This application is not an employment contract but merely is intended to evaluate suitability for employment. It is the policy of the company to provide equal employment to all qualified persons without discrimination on the basis of sex, race, color, religion, age, marital status, national origin, citizenship, disability, veteran status, or any other status provided under state and federal law.

Position(s) applied for: _____ Date _____
Name _____
Last First Middle
Address _____
Street City State Zip Code
Telephone # (_____) _____ Cell # (_____) _____

Have you ever been employed by The Lutheran Home before Yes No If yes, give dates and positions _____
Are you legally eligible for employment in this country? Yes No Are you over 18 years of age? Yes No
Date available for work ____/____/____ What is your desired salary range? \$ _____
Type of employment desired: Full-Time Part-Time Days Evenings Nights Weekends
Do you have reliable means of transportation to get to work? Yes No
Have you ever been convicted, plead guilty to a felony, misdemeanor or felony charge which shall include any suspended imposition of sentence.
Yes No If yes, please provide date(s) and details _____

Please identify all states in which you have lived during the last five years _____
Upon employment a criminal background check will be conducted.

Employment History

Provide the following information of your past three (3) employers, assignments, or volunteer activities, starting with most recent.

From _____ To _____	Employer _____ Telephone _____
Starting Job Title/Final Job Title _____	Address _____
Immediate Supervisor and Title _____	Summarize the nature of work performed and job duties _____
May we contact for reference? Yes No Later	
Reason for leaving _____	Hourly Rate/Salary Start \$ _____ per _____ Final \$ _____ per _____
From _____ To _____	Employer _____ Telephone _____
Starting Job Title/Final Job Title _____	Address _____
Immediate Supervisor and Title _____	Summarize the nature of work performed and job duties _____
May we contact for reference? Yes No Later	
Reason for leaving _____	Hourly Rate/Salary Start \$ _____ per _____ Final \$ _____ per _____
From _____ To _____	Employer _____ Telephone _____
Starting Job Title/Final Job Title _____	Address _____
Immediate Supervisor and Title _____	Summarize the nature of work performed and job duties _____
May we contact for reference? Yes No Later	
Reason for leaving _____	Hourly Rate/Salary Start \$ _____ per _____ Final \$ _____ per _____

Skills and Qualifications

Summarize any training, skills, licenses and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying. _____

Educational Background

High School	Name & Location	Number of Years	Did you graduate?	Course of Study
College				
Other				

Personal References (Excluding former employers and relatives)

Name	Telephone	Number of Years Known
	()	
	()	
	()	

I certify that all information I have provided in order to apply for and secure work with The Lutheran Home is true, complete and correct.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) cancel further consideration of this application, or (ii) immediately discharge me from the employer's service regardless of when or how discovered

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview.

I understand that consideration for employment is conditional upon the results of my reference checks. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I agree, if I am offered and accept a position to conform to all existing and future Company rules and regulations and I understand that the Company reserves the right to change, wages, hours, and working conditions as deemed necessary. I also understand that, if hired, my employment will be at-will, meaning that either party can end the employment relationship any time and for any or no reason.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice and The Lutheran Home reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of The Lutheran Home is authorized to make any assurances to the contrary and that no implied, oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by The Lutheran Home president.

I understand that any employment offer is contingent upon my providing, within three (3) working days of employment, valid proof of identity and eligibility to work in order to comply with the Immigration Reform and Control Act of 1986. I authorize that I am lawfully eligible to be employed in the United States.

The Lutheran Home requires all new employees undergo drug screening.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement

Signature of Applicant _____ Date ____ / ____ / ____