

Application for Employment

Haciendas at Grace Village, LLC (HGV) is an Equal Opportunity Employer. Employment offers are made on the basis of qualifications and without regard to race, sex, religion, national or ethnic origin, disability, age, veteran status, or sexual orientation.

PLEASE TYPE OR PRINT. Complete the entire application. You may attach a resume, but you must still complete all questions, or your application will be deemed incomplete and may not be considered. Please fill out each box (don't just indicate "See Resume."

Position Applying For:	Name (Last, First, Middle):		List any other names under which you have attended any school or been employed: Can you lift at least 50 lbs?
Preferred Shift: <input type="checkbox"/> AM <input type="checkbox"/> Graveyard	Have you ever been convicted of a felony? If Yes, disclose date and Explain		
	Are you applying for: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> PRN <input type="checkbox"/> On-call		
Street Address:		City, State & Zip:	
Social Security #:	Home Phone:	Work Phone:	Other Phone:
Are you eligible to work in the United States?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If NO, what is your current age?
Are you currently employed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If YES, what is your current job title & department?
Have you ever been employed by HGV?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If YES. dates of employment & reason for leaving.
Are you related to any current HGV Employee?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If YES, their name and relationship to you.
Do you have a valid driver's license?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If YES, state of issuance, license # and expiration date
How did you learn about this employment opportunity at HGV?			<input type="checkbox"/> Ad in newspaper
<input type="checkbox"/> Job Bulletin (Posting)/Walk-in	<input type="checkbox"/> Website	<input type="checkbox"/> Dept. of Labor	<input type="checkbox"/> Ad in Magazine
<input type="checkbox"/> Referral by employee	<input type="checkbox"/> Other		

Education:

Name of School	City/State	Did you Graduate		If No, No. of years left to graduate	If Yes, date of Graduation	Degree received	Major
		YES	NO				
High School:		<input type="checkbox"/>	<input type="checkbox"/>				
Ged:		<input type="checkbox"/>	<input type="checkbox"/>				
Other School:		<input type="checkbox"/>	<input type="checkbox"/>				
College:		<input type="checkbox"/>	<input type="checkbox"/>				
College:		<input type="checkbox"/>	<input type="checkbox"/>				
College:		<input type="checkbox"/>	<input type="checkbox"/>				

Other credentials/ license/ professional affiliations, etc. which are relevant to the job(s) for which you are applying.

Skills: Please list technical skills, clerical skills, trade skills etc., relevant to this position. Include relevant computer system and software packages of which you have a working knowledge, and note your level of proficiency (basic, intermediate, expert)

Work Experience: Please detail your entire work history. Begin with your current or most recent employer, if you have multiple positions with the same organization, detail each position separately. Attach additional sheets if necessary. Omission of prior employment may be considered falsification of information. Please explain any gaps in employment. Include full-time military or volunteer commitments. **PLEASE DO NOT** complete this information with the notation "See Resume". **PLEASE NOTE:** Haciendas at Grace Village, LLC. reserves the right to contact all current and former employers for reference information.

Date Employed (most recent position) From: To:	<input type="checkbox"/> FullTime <input type="checkbox"/> Part-time If Part-time, <input type="checkbox"/> # hrs/wk:	Title:
Starting Salary:	Organization Name and Address:	
Final Salary:		
Supervisor's Name, Title and Phone #	Other Reference Name Title and Phone #:	Contact my current references: <input type="checkbox"/> At Any time <input type="checkbox"/> Only if I am a finalist candidate
Primary Duties:		Reason for Leaving:
Dates Employed (most recent position) From: To:	<input type="checkbox"/> FullTime <input type="checkbox"/> Part-time If Part-time, <input type="checkbox"/> # hrs/wk:	Title:
Starting Salary:	Organization Name and Address:	
Final Salary:		
Supervisor's Name, Title and Phone #	Other Reference Name Title and Phone #:	Contact my current references: <input type="checkbox"/> At Any time <input type="checkbox"/> Only if I am a finalist candidate
Primary Duties:		Reason for Leaving:
Dates Employed (most recent position) From: To:	<input type="checkbox"/> FullTime <input type="checkbox"/> Part-time If Part-time, <input type="checkbox"/> # hrs/wk:	Title:
Starting Salary:	Organization Name and Address:	
Final Salary:		
Supervisor's Name, Title and Phone #	Other Reference Name Title and Phone #:	Contact my current references: <input type="checkbox"/> At Any time <input type="checkbox"/> Only if I am a finalist candidate
Primary Duties:		Reason for Leaving:

Dates Employed (most recent position) From: _____ To: _____	<input type="checkbox"/> FullTime <input type="checkbox"/> Part-time If Part-time, <input type="checkbox"/> # hrs/wk:	Title: _____
Starting Salary: _____	Organization Name and Address: _____	
Final Salary: _____		
Supervisor's Name, Title and Phone #	Other Reference Name Title and Phone #:	Contact my current references: <input type="checkbox"/> At Any time <input type="checkbox"/> Only if I am a finalist candidate
Primary Duties: _____		Reason for Leaving: _____
Dates Employed (most recent position) From: _____ To: _____	<input type="checkbox"/> FullTime <input type="checkbox"/> Part-time If Part-time, <input type="checkbox"/> # hrs/wk:	Title: _____
Starting Salary: _____	Organization Name and Address: _____	
Final Salary: _____		
Supervisor's Name, Title and Phone #	Other Reference Name Title and Phone #:	Contact my current references: <input type="checkbox"/> At Any time <input type="checkbox"/> Only if I am a finalist candidate
Primary Duties: _____		Reason for Leaving: _____

PLEASE READ CAREFULLY AND SIGN THAT YOU UNDERSTAND AND ACCEPT THIS INFORMATION.

I certify that the information on this application and its supporting documents is accurate and complete. I understand and agree that failure to fully complete the form, or misrepresentation or omission of facts, represents grounds for elimination from consideration for employment, or termination after employment if discovered at a later date. I authorize Haciendas at Grace Village, LLC. to investigate, without liability, all statements contained in this application and supporting materials. I authorize references and former employers, without liability, to make full responses to any inquiries in connection with this application for employment. If requested, I agree to submit to a physical exam, criminal and credit background investigation, and/or screening for illegal substances upon conditional offer of employment. I understand that this document is NOT an offer of employment and that an offer of employment, if tendered, does NOT constitute a contract for continued guaranteed employment. I understand that staff employees of Haciendas at Grace Village, LLC serve at will, and the employment relationship may be terminated at any time by either party for any or no reason, other than a reason prohibited by law. If employed, I will be required to furnish proof of eligibility to work in the United States, to file a State security questionnaire and State loyalty oath, and to comply with company and departmental regulations. I understand that if employed on a temporary basis, I would be paid for hours worked only, and would be ineligible for benefits including paid time off. If employed on a regular, benefits-eligible basis, I understand that I would be required to make mandatory contributions to the Haciendas at Grace Village, LLC Retirement System or to an optional retirement program, if applicable. I understand that any benefits I receive may be subject to change or discontinuation at any time without prior notice. I understand that the first SIX MONTHS of regular employment represent a provisional period, during which I would not be eligible to apply for transfer or promotion and during which I may be terminated without right of appeal. Furthermore, I understand and agree that should I quit, be terminated, or otherwise end employment at Haciendas at Grace Village within the first 90 days of employment, the costs incurred at company expense for TB testing, drug testing, background checks, and any other required testing will be deducted from my final paycheck.

Applicant Signature: _____ Date: _____

Employee Availability Form

Employee Name: _____

Please check Position:

Caregiver CNA MA Culinary
 Activities Maintenance Nurse Other

Please check job status:

Full-time Part-time
 Day shift (7A-3P) Mid shift (3P-11P) Graveyard (11P-7A)

Instruction: To Complete the form, record the times you are available to work for each day of the week.

- If you do not have any restriction, mark “open”.
- If you cannot work on a given day of the week mark “no availability”.
- Mark the time accordingly

Employee Availability:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
AM							
PM							

Comments:

This document does not suggest or imply a set schedule. By signing this document, I fully acknowledge and understand all the information stated above is correct. I understand that the schedule can change at any time due to the campus and resident’s needs. I agree if my availability changes a new form must be filled out.

Signature: _____ **Date:** _____
