



# BREAKWATER COMMONS

A SENIOR CARE COMMUNITY

## APPLICATION FOR EMPLOYMENT

DO NOT WRITE IN SPACE BELOW

JOB TITLE	DAY _____ EVENING _____ NIGHT _____ ROTATION _____	HOURLY _____ SALARY _____ REGULAR _____ TEMPORARY _____	FULL TIME _____ PART TIME _____ PER DIEM _____	HOURLY RATE \$ _____
DATE TO START WORK: _____ FACILITY: _____				
DEPARTMENT MANAGER/SUPERVISOR SIGNATURE: _____				
APPROVED BY: _____ (Administrator)				

# APPLICATION FOR EMPLOYMENT

PERSONAL	Last Name		First	Middle	Date
	Mailing Address				Home Phone ( ) -
	City, State, Zip				Cell Phone ( ) -
	<b>Have you ever worked for the Breakwater Commons facility? Yes <input type="checkbox"/> No <input type="checkbox"/></b> <b>If yes, when? _____ Under what name? _____</b>				
	Position Desired		<input type="checkbox"/> Full-Time <input type="checkbox"/> Temporary <input type="checkbox"/> Part-Time <input type="checkbox"/> Per Diem Shift preference:		Pay Expected
	Are you legally eligible for employment in the United States? Yes <input type="checkbox"/> No <input type="checkbox"/>				Will you work overtime if asked? Yes <input type="checkbox"/> No <input type="checkbox"/>
	All employment practices and procedures will be free from prejudicial discrimination. All decisions concerning hiring, firing, transfer, promotion, discipline, training, job opportunities, wage and salary levels, etc. shall be made without discrimination, in compliance with the federal and state laws. We will employ disabled individuals who are able to perform the essential duties of a position either without special accommodations or with reasonable accommodations (so long as this can be accomplished without undue hardship to the organization or its employees).				When will you be available to begin work?
	How did you learn of our Organization?		Are you over 18 years of age? If not, employment is subject to verification of minimum legal age.		
	Are you now or have you ever been prohibited from participating in the Medicare or Medicaid programs? Yes <input type="checkbox"/> No <input type="checkbox"/>				
	Have you EVER been terminated from employment with another employer? Yes <input type="checkbox"/> No <input type="checkbox"/>				

EDUCATION	SCHOOL	NAME AND LOCATION OF SCHOOL	COURSE OF STUDY	NO. OF YEARS COMPLETED	DID YOU GRADUATE	DEGREE OF DIPLOMA
	COLLEGE				Yes <input type="checkbox"/> No <input type="checkbox"/>	
	HIGH				Yes <input type="checkbox"/> No <input type="checkbox"/>	
	ELEMENTARY				Yes <input type="checkbox"/> No <input type="checkbox"/>	
	Other: Business College, Other Special Courses (include Special Military Training, Post Graduate and Nursing)					

### THIS SECTION FOR CLERICAL AND SECRETARIAL APPLICANTS ONLY

Please indicate if you have any of the following skills, or list any skills, training, or qualifications which you feel are applicable to the position for which you have applied:					
Typing: Yes _____ No _____	Typing Speed: _____ wpm	Dictaphone: Yes _____ No _____			
Shorthand: Yes _____ No _____	Shorthand Speed: _____ wpm	Word Processing: Yes _____ No _____			
Computer: Yes _____ No _____	Medical Terminology: Yes _____ No _____	Other: _____			



# LICENSURE

## PROFESSIONAL LICENSES AND/OR CERTIFICATIONS

ARE YOU CURRENTLY?	<input type="checkbox"/> REGISTERED	<input type="checkbox"/> LICENSED	<input type="checkbox"/> CERTIFIED
ARE YOU ELIGIBLE FOR ANY OF THE ABOVE? PLEASE SPECIFY _____			
TYPE	STATE ISSUED	EXPIRATION DATE	NO.
TYPE	STATE ISSUED	EXPIRATION DATE	NO.
Have you ever received a letter of concern or any form disciplinary action against your professional license?			
<input type="checkbox"/> NO <input type="checkbox"/> YES    If yes, describe			

For the purposes of the following question, the definition of a crime is any act or the commission of an act that is forbidden or the omission of a duty that is commanded by a public law and that makes the offender liable to punishment by that law. Punishment may include a fine, jail/prison sentence, probation, restitution, etc. If you have been to court and/or paid a fine for an offense other than a minor traffic violation, you may likely have a criminal record.

***Important: Be sure to answer this question honestly. A previous conviction may not automatically disqualify you for employment. However, should you be offered employment and this information is determined to be false or if you neglected to reveal the full details of your criminal history, the offer of employment may be rescinded.***

Have you **ever** been convicted of, or are you **presently charged** with, **any** crime other than minor traffic violations? (Drunk, reckless or hit-run driving are not minor violations.)

NO                       YES

If yes, please provide information regarding any current charges and or previous convictions of any crime, other than a minor traffic violation (attach separate sheet if necessary):

Offense	Date of Conviction	Sentence

Please use this space or to summarize any additional information which you feel would be helpful in assessing your full qualifications:

<b>A P P L I C A N T '' S</b>	<b>S I G N A T U R E</b>	<p><b>Please read carefully and sign:</b> If employed, this application will be made a part of your personnel record. Any misrepresentation or omission of pertinent facts will be cause for immediate dismissal. I understand that Breakwater Commons will conduct a criminal history background check if I become an employee. I also understand that employment at Breakwater Commons is always based on the ongoing mutual agreement of the employee and Breakwater Commons. This means that employees are free to terminate the employment relationship at any time, with or without cause, and that Breakwater Commons has the same privilege.</p> <p>I recognize that although I may be employed to work a specific schedule, operating needs may require my assignment to work other days, shifts, or job duties. I understand I will be required to work my share of weekends, holidays, or shift rotation in order to perform work need to be completed.</p> <p>Date: _____ Applicant's Signature: _____</p>
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**Thank you for completing this application form and for your interest in employment with us.**  
Breakwater Commons is an Equal Opportunity Employer