



Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Position Applied for: _____

Desired wage: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If yes, when? _____

Have you ever been convicted of a felony? YES NO If yes, explain: _____

Have you ever been found to have committed abuse? YES NO

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release. I understand that Cherry Blossom Cottage is an "at will" employer, meaning either Cherry Blossom Cottage or employee may terminate employment at any time for any reason.

I understand that if hired, employment is contingent on passing a criminal history background check through the department of human services due to residential care regulations.

Signature: _____ Date: _____

It is our policy to provide equal employment opportunity to all qualified persons without regard to race, creed, religion or color.

Applicant Availability Form

To be completed with an application for employment

Please indicate the days and shifts you are willing and available to work. **Sun Mon Tue Wed Thu Fri Sat**

Day Shift

Swing Shift

Night Shift

I, _____, am available to work the shifts noted above.

- If at any time my availability changes, I understand that I will need to complete a new staff availability form at least two weeks prior to my availability changing.
- I also understand that if my availability changes, there is no guarantee that shifts will be available on days that I currently don't work.
- I understand that my availability above does not guarantee I will get a particular shift or number of hours.
- I also understand that the schedule is a living document and can change at any time due to the resident's needs.
- I understand that the office will make an attempt to schedule me for the hours/days/shifts I prefer, but the needs of the residents' trump staff preferences especially in times when we may be short staffed.
- I understand that the office will give me as much notice as possible when there is a schedule change, however if there is an unexpected need, notice may be short due to urgent circumstances.
- And finally, I understand that it is Cherry Blossom Cottage's policy that if a staff member from the oncoming shift is late or calls in, I will be required to stay to cover that shift in its entirety, or until a replacement can be found.

Signature: _____ Date: _____