

VERANDA HOUSE APPLICATION FOR EMPLOYMENT

GENERAL INFORMATION

Name (Last)	(First)	Home Telephone
Address (Mailing Address)	(City)	(State) (Zip) Other Telephone () -
E-Mail Address	Are you legally entitled to work in the U.S. Yes No	Have you ever been convicted of a felony? Yes No

POSITION

Position Or Type Of Employment Desired	Will Accept: Part-Time Full-Time	Shift:
Are you able to perform the essential functions of the job you are applying for? Yes No Do you know or related to anyone working for Veranda House? Yes. No. If so, whom? _____	Can you lift 75 lbs without assistance? Yes No	
Salary Desired	Certificates	Date Available

EDUCATION AND TRAINING

High School Graduate Or General Education (GED) Test Passed? Yes No If no, list the highest grade completed						
College, Business School, Military (Most recent first)						
Name and Location	Dates Attended Month/Year	Credits Earned	Graduate	Degree & Year	Major or Subject	
	From			Yes No		
	To					
	From			Yes No		
	To					
Occupational License, Certificate or Registration	Number #	Where Issued	Expiration Date			
Languages Read, Written or Spoken Fluently Other Than English						

VETERAN INFORMATION (Most recent)

Branch of Service	Date of Entry	Date of Discharge
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SPECIAL SKILLS (List all pertinent skills and equipment that you can operate)

WORK EXPERIENCE (Most Recent First) (Include voluntary work and military experience) **MUST BE FILLED OUT ENTIRELY TO BE CONSIDERED FOR EMPLOYMENT**

Employer	Telephone Number () -	From (Month/Year)
Address		
Job Title		To (Month/Year)
Specific Duties		
Hours Per Week		Last Salary
Supervisor		
Reason For Leaving	May We Contact This Employer? Yes No	
Employer	Telephone Number () -	From (Month/Year)
Address		
Job Title		To (Month/Year)
Specific Duties		
Hours Per Week		Last Salary
Supervisor		
Reason For Leaving	May We Contact This Employer? Yes No	
Employer	Telephone Number () -	From (Month/Year)
Address		
Job Title		To (Month/Year)
Specific Duties (Maximum 1000 characters)		
Hours Per Week		Last Salary
Supervisor		

I certify the information contained in this application is true, correct, and complete. I understand that, if employed, false statements reported on this application may be considered sufficient cause for dismissal.

Signature of Applicant _____

Date _____

Interviewer's Comments:

Position
Availability
Hourly rate

Notes on References: