



**Green Hills Community™**

*Enriching All Seasons of Life*

6557 US 68 South, West Liberty, Ohio 43357

(937) 465-5065

# APPLICATION FOR EMPLOYMENT

*An Equal Opportunity Employer*

If you need help filling out this application for any phase of the employment process, please notify the Human Resource Director of Green Hills and every effort will be made to accommodate your needs in a reasonable amount of time. If more space is needed to complete any questions, use an extra sheet of paper. **Print clearly and complete all sections. Your failure to completely respond to each inquiry may disqualify you for consideration for employment.** All qualified applicants will receive consideration without discrimination because of race, color, religion, creed, sex, age, disability, national origin, veteran status, or sexual orientation.

Last Name	First Name	Middle Name	Are you 18 years or older? If under 18 can you provide a work permit?
Street Address			Last 4 digits of Social Security Number X X X - X X - _____
City	State	Zip	Home Phone # Cell Phone #
E-mail			Are you legally eligible for employment in this country?
Date available to begin work	Starting hourly wage desired	Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>	Shift: First <input type="checkbox"/> Second <input type="checkbox"/> Third <input type="checkbox"/> Are you willing to work overtime?
Have you applied for a position with us before?	If yes, give date(s) and position(s) applied for.		
Name(s) of relative(s) employed by us		Relationship	Department/ Position
Position(s) you are applying for (Maximum of 2)		How did you hear about us?	

If applicable, list below any other names by which you have been known which may be necessary to allow us to confirm your work and educational record. For example, change of name, use of an assumed name, nickname, etc. \_\_\_\_\_

## EDUCATION

High School	Location	Graduate?	Major/Subject:
College	Location	Graduate?	Major/Subject
Trade School	Location	Graduate?	Major/Subject

Honors Received: \_\_\_\_\_

List any professional groups, trade groups, or other organizations you belong to that you consider relevant to your ability to perform the job(s) for which you are applying. (You may exclude relationships that would reveal your sex, race, religion, national origin, age, ancestry, disability, military status, or other protected status.) \_\_\_\_\_

List all special technical skills that you feel qualify you for the job for which you are applying (For example, computer programming/language, software, equipment operation, special tools or machines, etc.) \_\_\_\_\_

**WORK EXPERIENCE**

List employment starting with your most recent job during the last 5 years, at minimum. Account for any time period that you were unemployed and, state the nature of your activities. If self-employed, supply firm name and business references. You may include any verifiable work performed on a volunteer basis, internships, or military services. Use a separate sheet of paper, if necessary.

Employer	Address	Type of Business
Telephone	Dates Employed From                      To	Duties
Supervisor's Name	May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	If NO, why not?
Wages: Start                      Final	Reason for Leaving	

What will this employer say was the reason your employment terminated?  
 \_\_\_\_\_  
 How much notice did you give when resigning? If none, explain.  
 \_\_\_\_\_

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 \_\_\_\_\_  
 How much notice did you give when resigning? If none, explain.  
 \_\_\_\_\_

Please explain fully all gaps in your employment history in excess of one month \_\_\_\_\_  
 \_\_\_\_\_

Have you ever been terminated or asked to resign from any job? Yes  No  If yes, how many times? \_\_\_\_\_  
 Has your employment ever been terminated by mutual agreement? Yes  No  If yes, how many times? \_\_\_\_\_  
 Have you ever been given the choice to resign rather than be terminated? Yes  No  If yes, how many times? \_\_\_\_\_  
 If you answered Yes to any of the above questions, please explain the circumstances of EACH occasion. \_\_\_\_\_  
 \_\_\_\_\_

List experience from your military service that would be relevant to the job(s) for which you are applying \_\_\_\_\_  
 \_\_\_\_\_

**REFERENCES**

Please list the names of additional work-related references, who are NOT relatives, we may contact. Individuals with no prior work experience may list school or volunteer-related references

Name	Position	Company	Work Relationship	Telephone

Please list the names of personal references, who are NOT relatives and who are NOT previous employers, who know you well that we may contact.

Name	Occupation	Address	Telephone	Number of Years Known

Have you ever plead guilty or no contest to, or been convicted of any criminal offense? Do not include convictions that were sealed, eradicated, erased, annulled by a court, or expunged, or convictions that resulted in referral to a diversion program.

Yes  No

Have you ever been arrested for any matters for which you currently are out on bail or on your own recognizance pending trial?

Yes  No

CRIMINAL OFFENSES ONLY: If you answered Yes, to either of the above two questions, please provide the date(s) and explain so that individual circumstances can be considered. \_\_\_\_\_

\_\_\_\_\_

Criminal convictions or arrests will not automatically disqualify an applicant from a particular job. Green Hills will consider the nature of the crime, its seriousness, the substantial relation to the position’s functions and qualifications, the number of occurrences, the applicant’s age at the time of the crime, the time elapsed since the crime, the applicant’s entire work and educational history, employment references and recommendations, and the business necessity of any exclusion when required by law.

Have you ever initiated an act of violence in the workplace? Yes  No  If Yes, please provide the date(s) and explain so that individual circumstances can be considered (A “Yes” answer will not necessarily disqualify you from employment.) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Answer these questions only if you have received a copy of the job description or had the requirements of the job explained to you:

Yes  No  Have you been given a job description or had the requirements of the job explained to you?

Yes  No  Do you understand the requirements?

Yes  No  Can you perform the requirements of this job with or without reasonable accommodations?

Yes  No  If the job requires, do you have the appropriate valid license?

License Number \_\_\_\_\_ Type \_\_\_\_\_ State of Issue \_\_\_\_\_

### **APPLICANT'S CERTIFICATION AND AGREEMENT**

Please read this Certification and Agreement carefully before you sign the acknowledgement and return the application.

I have read the job description. I believe I can do the job and am able to meet the attendance requirements to fill this position.

I understand that federal law prohibits the employment of unauthorized aliens; all persons hired must submit satisfactory proof of employment authorization and identity; failure to submit such proof will result in denial of employment.

I understand this application will be active for a period of 90 days; after that time, if I wish to be considered for employment, I must submit a new application.

I understand that Green Hills will thoroughly investigate my work and personal history and verify all data given on this application, on related papers, in interviews and a criminal background check (finger printing) will be done. I authorize all individuals, schools, companies, corporations, law enforcement agencies and any other entity any information requested about me, and I hereby release them from all liability for providing this information to Green Hills.

I certify that all the statement herein are truthful, accurate, and complete. I understand that any misrepresentation or willful omission shall be sufficient cause for dismissal or refusal of employment.

I understand that employment is "at-will", which means that either I or Green Hills can terminate the employment at anytime, with or without notice, and for any reason not prohibited by law. All employment is continued on that basis. This application is not a contract, offer, or promise of employment. I understand that the only person with authority to modify any part of this application, including Certification and Agreement, is the administrator of Green Hills with the approval of the Board of Trustees, and any such modification must be in writing and signed.

I agree to a post-offer of employment medical examination including T.B. skin test.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date