

Employment Application



Schooner Estates

Retirement Community

FORMER EMPLOYERS (List Below Last Three Employers, Starting With Last One First)

Month & Year	Company Name, Address and Phone	May We Contact	Salary	Position	Reason For Leaving
From:					
To:					
From:					
To:					
From:					
To:					

REFERENCES (Give The Names Of Three Persons Not Related To You, Whom You Have Known At Least One Year)

Name	Address	Phone	Work or Personal Ref.	Years Acquainted
1				
2				
3				

I certify that all the information submitted by me on this application is true and complete, and I understand that if any false information, omissions, or misrepresentations are discovered, my application may be rejected and, if I am employed, my employment may be terminated at any time.

In consideration of my employment, I agree to conform to the company's rules and regulations, and I agree that my employment and compensation can be terminated, with or without cause, and with or without my notice, at any time, at either my or the company's option. I also understand and agree that the terms and conditions of my employment may be changed, with or without cause, and with or without notice, at any time by the company. I understand that no company representative, other than it's President, and then only when in writing and signed by the President, has any authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing.

Date: _____ Signature: _____

Do Not Write Below This Line	
Interviewed By: _____	Date: _____
Remarks: _____ _____	
Hired: <input type="checkbox"/> Yes / No <input type="checkbox"/>	Position: _____ # of Hours: _____ Dept: _____
Salary/Wage: _____	Date Reporting To Work: _____
Approved: _____ <i>Department Manager</i>	Personnel record checklist initiated <input type="checkbox"/>
Employee reminder for 1st day: <input type="checkbox"/> Immunizations <input type="checkbox"/> 2 forms of identification	



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DATE: _____

RE: _____

POSITION: _____

Dear: _____:

The above-named person has applied for employment and has:

- Indicated prior employment with you. _____ (date)
- Given your name as a character reference.

Could you please provide us with the appropriate information.

Sincerely,

Schooner Representative

I, (Print Name) _____, hereby authorize you to release any information pertaining to my suitability for employment to Schooner Estates, and hereby release the addressed individual, company, or institution, and all other individuals connected therewith, including Schooner Estates, from all liability from any damage incurred in releasing such information.

(Signature): _____

Employed from _____ to _____ Position: _____

Reason for leaving: _____

Eligible for re-hire: yes no

Please rate this person on the following: (E-excellent, G- good, F- fair, P- poor)

Dependability ____	Job Performance ____	Attendance ____	Honestly ____
Cooperation ____	Leadership ____	Initiative ____	Courtesy ____
Interest in work: ____			
Additional Comments:			

Completed by: _____ Date: _____

Title: _____