

PROSPECT-WOODWARD HOME

194-202 Court Street

Keene, New Hampshire 03431

(603) 352-3235

AN EQUAL OPPORTUNITY EMPLOYER

APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION

Email Address: _____

Name: _____ Date: _____

Address: _____ City _____ State _____ ZIP _____

Telephone: _____ Are you 18 years or older? Yes No

EMPLOYMENT

Where did you hear about this job opportunity? _____

Position Desired: _____ Full-Time: Part-Time:

Wage/Salary Desired: _____ Date Available: _____

Explain any gaps in your employment (other than those due to illness/injury/disability) _____

Have you ever been fired or asked to resign from a job? No Yes, explain _____

EDUCATION

LEVEL	NAME/LOCATION OF SCHOOL	YEARS ATTENDED	DEGREE
High School			
College			
Trade School			

GENERAL

Special Skills: _____ Interests/Hobbies: _____

Professional/Civic Involvement/ Continuing Education: _____

PROFESSIONAL REFERENCES: Please list at least THREE current references that are familiar with your work-related ability and background. Do not use relatives. By supplying us with these names you are giving us permission to contact these references.

NAME	ADDRESS & TELEPHONE	COMPANY	YEARS KNOWN

PROSPECT-WOODWARD
Application for Employment

PRESENT AND FORMER EMPLOYERS: Begin with most recent. * Place an [x] by the employers you do NOT wish us to contact.

Date Month & Year	Employer's Name & Address/Supervisor's Name	Position Held	Rate of Pay	Reason for Leaving	Do Not Contact
From					
To					
From					
To					
From					
To					

If hired, how long do you anticipate your employment would last at Prospect-Woodward?

APPLICANT DECLARATION

New Hampshire regulations He-P 805.18 (V) (11) requires a statement that shall be signed at the time the initial offer of employment is made and annually thereafter by all personnel stating:

- I hereby declare that I do not have a felony conviction in this or any other state;
- I have not been convicted of a sexual assault, other violent crime, assault, fraud, neglect or exploitation or pose a threat to the health, safety or well-being of a resident; or
- I have not had a finding by the department or any administrative agency in this state or any other state for assault, fraud, abuse, neglect or exploitation of any person.

 Applicant's Signature

 Date

I understand that nothing contained in this employment application or in the granting of an interview is intended to create a contract between Prospect-Woodward and myself for either employment or the provision of any benefits. No promises regarding employment have made to me. If an employment relationship is established, I understand that I have the right to terminate my employment at any time and that Prospect-Woodward retains the same right.

I understand that if I am employed, policies and rules which are issued are not conditions of employment, that Prospect-Woodward may revise policies or procedures in whole or in part at any time, and that I will be an at-will employee, subject to discharge at any time, for any lawful reason, without Prospect-Woodward having to show just cause.

I have read and understand the preceding two paragraphs.

 Applicant's Signature

 Date

MOTOR VEHICLE RECORDS

I understand that my possible employment may be contingent upon receipt of my motor vehicle records from the New Hampshire Division of Safety-Department of Motor Vehicles. I further understand that Prospect-Woodward will bear the cost of obtaining these records.

Applicant's Signature

Date

CRIMINAL RECORDS and REGISTRY

I understand that Prospect-Woodward will conduct records checks in (but not limited to) the Keene District Court, Cheshire County Superior Court, and New Hampshire Department of Safety-Division of State Police and NH Bureau of Elderly and Adult Services including states of prior employment to determine the existence of any criminal, civil, domestic violence or exploitation records in my name.

Applicant's Signature

Date

HEALTH SCREENING

I understand that my employment at Prospect-Woodward will be contingent upon my proving evidence of a physical examination and Mantoux (tuberculosis) test conducted not more than one year prior to employment. Prospect-Woodward will make arrangements for this to be done prior to my employment, if necessary, and will cover the costs.

Applicant's Signature

Date

ACKNOWLEDGEMENT

I certify that all 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 employed at Prospect-Woodward, my employment may be terminated at any time.

Applicant's Signature

Date