



DUNWOODY VILLAGE
3500 WEST CHESTER PIKE, NEWTOWN SQUARE, PA 19073

Application for Employment

Dunwoody Village is an equal opportunity employer and complies with all provisions of Title VI of the Civil Rights Act as amended and Title I of the Americans with Disabilities Act of 1990. Dunwoody Village also complies with applicable provisions of the Fair Labor Standards Act as amended. Applicants requiring reasonable accommodation to the application and/or interview process should notify the Human Resources Department.

PLEASE PRINT CLEARLY

Position applied for: _____ Date of application: _____

Name: _____
Last First Middle

Address: _____
Street City State/Zip Code

Home Telephone: _____ Cell Phone: _____ E-mail: _____

Type of employment seeking: Full Time Part Time Pool

Shifts available to work: Days Evenings Nights Weekends

How did you learn about Dunwoody Village? Advertisement Employee Referral Walk-in Other

Desired salary: _____

Have you been employed at Dunwoody Village before? Yes No

Have you lived outside the state of Pennsylvania within the last two years? Yes No

Are you 18 years of age or over? Yes No

If under age 18, do you have a work permit? Yes No

Are you legally eligible for employment in this country? Yes No

Have you ever been convicted of a crime (other than a misdemeanor or summary offense) or ever been convicted of a violent crime? Yes No If YES, please explain: _____

Have you ever been dismissed from employment due to abuse of residents or has your medical license ever been suspended? Yes No

If YES, please explain: _____

Driver's license number, if driving is an essential job function: _____ State: _____

Type of License: Class I Class II CDL

Complete if you are a licensed health care professional or other individual whose position requires a license.

Professional license or registration: _____ State: _____

License or registration number: _____ Expiration Date: _____

Employment History

Please provide the following information for your last four (4) employers,, starting with the most recent.

Employer:	Address:	Tel. Number:
Supervisor:		Start Date:
Job Title:	Job Duties:	End Date:
Reason for Leaving:		Starting rate of pay:
		May we contact for a reference?
Employer:	Address:	Tel. Number:
Supervisor:		Start Date:
Job Title:	Job Duties:	End Date:
Reason for Leaving:		Starting rate of pay:
		May we contact for a reference?
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Educational Background

	Years Completed	Did you Graduate?	Course of Study
High School:			
College:			
Other:			

References

Provide the names of three (3) professional references. **DO NOT LIST FRIENDS OR FAMILY.**

Name, Position, Company	Telephone	Business/Occupation

Agreement of Understanding

I understand that all statements made on this application for employment are subject to the verification of Dunwoody Village and I release all persons, companies or institutions from any and all liability or responsibility for supplying such information. I further understand that misrepresentation of facts is sufficient cause for rejection of this application or discharge if I am later employed.

I understand that my completion of this application and its acceptance by Dunwoody Village does not imply nor guarantee that an offer of employment will be forthcoming. If employed, I understand that I will be employed as an "at will" employee of Dunwoody Village. Under the "at will" employment relationship either Dunwoody Village or I may terminate my employment relationship at any time with or without notice for any reason not in violation of the law.

I understand that by signing the employment application, I am agreeing to screening for criminal background, drugs and alcohol, education and/or licensure checks which may be conducted prior to and at any time during employment. I understand that this application remains current for three (3) months. Any offer of employment from Dunwoody Village is contingent upon my successful completion of the total pre-employment screening process, including the receipt of satisfactory references, successful completion of a drug and/or alcohol screen, and receipt of a criminal background check which is satisfactory to the standards of Dunwoody Village.

A Criminal Record Background Investigation Report must be obtained for all employees hired. Conviction of a crime listed in the Older Adults Protective Act will result in a denial of employment. By my signature below I affirm that I have been advised that as a condition of my employment, criminal history background clearance must be obtained from the Pennsylvania State Police and/or the Federal Bureau of Investigation. I understand that Act 169 of 1996 and Act 13 of 1997 prohibit the employment of persons convicted of certain crimes, and that this information is being obtained in compliance with this act. I authorize Dunwoody Village to deduct the cost of the pre-employment criminal record background investigation report on myself from my first paycheck. The cost of this report is \$10.00. If I have been a resident of Pennsylvania for less than two years, an additional criminal record background check will be obtained from the Federal Bureau of Investigation at a cost to me of \$30.25. The original of this report will be held on file in the Human Resources Department.

I certify that the information provided by me in this application is true and correct to the best of my knowledge. I further certify that I have read and understand all parts of this application. I agree that if I am employed by Dunwoody Village, I will abide by all rules, regulations, policies and procedures set forth by Dunwoody Village.

Applicant Signature

Date

DUNWOODY VILLAGE REFERENCE CHECK FORM

All applicants must complete the top half of this form. The Dunwoody Village Human Resources Department will contact previous employers, if candidate is considered for hire.

Name of Applicant: _____

Name of Employer : _____ Name of Supervisor: _____

Address: _____

Telephone Number: _____ Fax Number: _____

I, _____ hereby authorize the release of the following information to Dunwoody Village.

Signature

Date

_____ has applied for employment with Dunwoody Village. As a previous employer, your candid appraisal will greatly assist us in completing our personnel record. Your assistance is appreciated and your evaluation will be confidential.

Applicant states that he/she worked with you from: _____ to _____

Is that correct? If not, please verify the correct dates: _____ to _____

Position held with your organization? _____

Is the individual eligible for rehire? _____

Comments: _____

Person Contacted: _____ Title: _____

Signature

Date

Please fill out completely and promptly fax back to 610-359-4449, Attn: Emily.
Any questions please call Emily at 610-359-4491. Thank you!



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