

Application for Employment



Northland Lutheran Retirement Community, Inc.
831 Pine Beach Road • Marinette, WI 54143
Phone: (715) 732-0155 Fax: (715) 732-5899

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/ or interview process should notify the Human Resources Director.

Position applied for: _____ Date: _____

Name _____ Address _____

City _____ State _____ Zip _____

Telephone No.: () _____ Social Security No. _____

If necessary, the best time to call you at home is: _____ A.M. _____ P.M.

May we contact you at work? _____ Yes _____ No If yes, work number () _____

If you are under 18, write your age: _____

Have you ever applied here before? _____ Yes _____ No If yes, give dates: _____

Have you ever been employed here before? _____ Yes _____ No If yes, give dates: _____

Are you legally eligible for work in this country? _____ Yes _____ No

Date you are available for work: _____ / _____ / _____

Type of employment desired: _____ Full-time _____ Part-Time _____ Temporary _____ Seasonal

Shift Desired _____ Days _____ Afternoons _____ Nights

Are you able to meet the attendance requirements of the position? _____ Yes _____ No

Will you work overtime if required? _____ Yes _____ No

Will you work "extra" to fill in for others if required? _____ Yes _____ No

Have you been convicted of a crime in the last seven (7) years? _____ Yes _____ No

If yes, Please explain: _____

Please note: Conviction of a crime will not necessarily bar you from employment. Each instance an explanation will be considered in relation to the position for which you are applying.

IF YOU ARE APPLYING FOR A NURSING DEPARTMENT POSITION, COMPLETE THE FOLLOWING:

Check one:

_____ Registered Nurse: State License No. _____

_____ Licensed Practical Nurse: State and License No. _____

_____ Nursing Assistant: Are you on the Wisconsin Nursing Assistant Registry? _____ Yes _____ No

EMPLOYMENT HISTORY: Provide the following information for your past and current employers starting with the most recent (use additional sheets if necessary). Explain any gaps in your employment in the "Comments" section on page 3.

EMPLOYER	TELEPHONE	DATES EMPLOYED		DESCRIBE TYPE OF WORK AND YOUR DUTIES
		FROM	TO	
ADDRESS				
JOB TITLE	REASON FOR LEAVING			
HOURLY RATE/SALARY STARTING	ENDING/CURRENT			NAME OF SUPERVISOR

EMPLOYER	TELEPHONE	DATES EMPLOYED		DESCRIBE TYPE OF WORK AND YOUR DUTIES
		FROM	TO	
ADDRESS				
JOB TITLE	REASON FOR LEAVING			
HOURLY RATE/SALARY STARTING	ENDING/CURRENT			NAME OF SUPERVISOR

EMPLOYER	TELEPHONE	DATES EMPLOYED		DESCRIBE TYPE OF WORK AND YOUR DUTIES
		FROM	TO	
ADDRESS				
JOB TITLE	REASON FOR LEAVING			
HOURLY RATE/SALARY STARTING	ENDING/CURRENT			NAME OF SUPERVISOR

EDUCATIONAL BACKGROUND: COMPLETE ONLY IF JOB RELATED

List last three (3) schools attended, starting with most recent. List number of years completed. Indicate degree, diploma, or certificate, if any indicate field of study.

School	Years Completed	Degree, Diploma Certificate	Field of Study

COMMENTS/ADDITIONAL INFORMATION: List any additional information you would like us to consider. Also explain any gaps in your employment. Please note special skills, licenses, certificates or any relevant volunteer experienced that may relate to the job you have applies for.

In compliance with Federal and State equal employment opportunity laws, qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital status, veteran status, non-job related disability, or any other protected group status.

APPLICANT MUST READ AND SIGN

I certify that I have read and understood all of this employment application. It is agreed and understood that the employer or his agents may investigate my background to ascertain any and all information of concern to my employment history. Whether same is of record or not, I release employers and other persons named herein from all liability for any damages on account of furnishing such information. I understand that, as an applicant for a position with this company, I may be asked to demonstrate that I am capable of performing tasks which are pertinent to the job. I also understand that if offered a job, it may be conditioned on the results of a drug test and a satisfactory criminal background check. I also certify that I am not excluded from participation in Federal health care programs and that am not subject to any threatened exclusion or other investigation by any state or Federal Government entity.

I further certify that I am a genuine applicant for employment and this application is being submitted solely for the purpose of seeking employment with the employer and for not another reason.

I agree to furnish such additional information and complete such examinations as may result in my rejection or termination of employment.

I also understand that the misrepresentation or omission of information or facts may result in my rejection or termination if employed.

If hired, I agree to abide by all the rules and policies of the employer.

This certifies that this application was completed by me, and all entries on it and information in it are true and complete to the best of my knowledge.

Applicant Signature

Date