



Employment Application

An Equal Opportunity Employer

Braley Care Homes is an equal opportunity employer. This application will not be used for limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Applicants requiring reasonable accommodation in the application and/or interview process should notify a representative of the organization.

Applicant Information

Applicant Name _____

Home Phone _____ Cell _____ Email _____

Current Address _____

How were you referred to Braley Care Homes?: _____

Employment Positions

Position(s) applying for _____

Are you applying for (check all that apply):

Regular full-time work Regular part-time work Temporary work

What days and hours are you available for work? _____

If hired, date available to start work? ____/____/____ Starting salary desired: \$ _____

Personal Information

Have you ever applied to / worked for Braley Care Homes before? [] Y or [] N

If yes, please explain (include date): _____

Do you have any friends or relatives working for Braley Care Homes? [] Y or [] N

If yes, state name & relationship: _____

If hired, would you have transportation to/from work? [] Y or [] N

Are you over the age of 18? (If under 18, hire is subject to verification of minimum legal age.) [] Y or [] N

If hired, would you be able to present evidence of your U.S. citizenship or proof of your legal right to work in the United States? [] Y or [] N

Are you able to perform the essential functions of the job for which you are applying, either with / without reasonable accommodation? [] Y or [] N

If no, describe the functions that cannot be performed

(Note: Braley Care Homes complies with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. It is possible that a hire may be tested on skill/agility and may be subject to a medical examination conducted by a medical professional.)

Have you ever been convicted of a criminal offense (felony or misdemeanor)? Y or N

If yes, please describe the crime - state nature of the crime(s), when and where convicted and disposition of the case. _____

(Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The date of the offense, the nature of the offense, including any significant details that affect the description of the event, and the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.)

Education, Training and Experience

High School:

School name: _____ School city, state _____

Number of years completed: _____ Did you graduate? Y or N

College / University:

School name: _____ School city, state: _____

Number of years completed: _____ Did you graduate? Y or N Degree earned: _____

Vocational School:

School name: _____ City, state _____

Did you graduate? Y or N Degree / diploma: _____

Additional Information

Do you speak, write or understand any foreign languages? Y or N

If yes, which languages(s) and how fluent do you consider yourself to be. _____

Other experience, training, qualifications, or skills which you feel make you especially suited for working with us _____

Work History

Start with last employment. Include job related military service or volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

Employer	Dates Employed		Work Performed
	From	To	
Address			
Phone	Hourly rate/salary		
Job Title	starting	final	
Supervisor			
Reason for leaving			
			May we contact? Yes ____ No ____

Employer	Dates Employed		Work Performed
Address	From	To	
Phone	Hourly rate/salary		
Job Title	starting	final	
Supervisor			
Reason for leaving		May we contact? Yes ___ No ___	

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Supervisor			
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Personal/Professional References Do not include family or past supervisors

Name	Phone	Personal Professional	
		Check one	

Applicant's Statement

- I certify that answers given herein are true and complete.
- I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.
- In the event of employment, I understand that false or misleading information given in my application or interview(s) may resulting discharge.
- I understand a criminal background check is required for employment, and that I will be responsible for the cost of the background check, and further if the results are not in compliance with WV State regulations I will be dismissed from employment immediately.
- I understand it is mandatory to have a tuberculosis PPD test before the first date of employment.
- I understand it is mandatory to have a current CPR/First Aid certification. Braley Care Homes will provide the class at no cost, and I must have this certification within 15 days of hire.
- I understand the Alzheimer's Dementia Training is required for employment at Braley Care Homes III. The training may be obtained by several mean, however is offered at no charge at Braley Care Homes III. Employment begins the first day of shadowing. You are not compensated for the Alzheimer's Dementia Training.
- I understand that the Nurse/Nurse Aid Abuse Registry check will be performed before beginning employment. The last four digits of my SS# are _____; my nursing license # is _____.

Signature of Applicant

____/____/____
Date