

APPLICATION FOR EMPLOYMENT

WESLEY MANOR RETIREMENT COMMUNITY

5012 E. Manslick Road, Louisville, KY 40219

It is the policy of Wesley Manor to provide equal opportunity with regard to all terms and conditions of employment. Wesley Manor complies with federal and state laws prohibiting discrimination on the basis of race, color, religion, creed, national origin, disability, veteran status, age or any other protected characteristic.

Name: _____

Phone: Home: _____ Address: _____
Cell: _____ City/State/Zip _____

Position applied for: _____ Shift preferred 1st 2nd 3rd Any
Nursing only: Certified as: _____ Date: _____ Licensed as: _____ Date: _____ Nurse license # _____
TOTAL YEARS OF FULL TIME WORK EXPERIENCE: _____

How did you come to learn about Wesley Manor? Newspaper Referred by (PLEASE GIVE NAME) _____
 Other _____

Special training or skills that would benefit you in the job for which you are applying _____

Would you accept full-time work? Yes No Would you accept part-time work? Yes No
Would you accept PRN (as needed) work? Yes No

On what date would you be available for work? _____
Have you ever been employed here before? No Yes Dates: _____

EDUCATIONAL BACKGROUND

High School:

Name and location: _____

Course of study: _____ Check last year completed 1 2 3 4 Did you graduate? Yes No
Degree or diploma _____

College:

Name and location: _____

Course of study: _____ Check last year completed 1 2 3 4 Did you graduate? Yes No
Degree or diploma _____

Graduate School:

Name and location: _____

Course of study: _____ Check last year completed 1 2 3 4 Did you graduate? Yes No
Degree or diploma _____

Vocational, or other training:

Name and location: _____

Course of study: _____ Check last year completed 1 2 3 4 Did you graduate? Yes No
Degree or diploma _____

PREVIOUS EMPLOYERS AND ADDRESSES

List the most recent employer first

1. Company Name: _____ Phone () _____
Contact Name _____

Address: _____ Employed from _____ to _____

Position: _____ Reason for leaving _____ Last Wage: _____
2. Company Name: _____ Phone () _____
Contact Name _____

Address: _____ Employed from _____ to _____

Position: _____ Reason for leaving _____ Last Wage: _____
3. Company Name: _____ Phone () _____
Contact Name _____

Address: _____ Employed from _____ to _____

Position: _____ Reason for leaving _____ Last Wage: _____

PERSONAL REFERENCES:

Name: _____ Address: _____ Phone #: _____
Name: _____ Address: _____ Phone #: _____

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 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.

“FOR THIS TYPE OF EMPLOYMENT STATE LAW REQUIRES A CRIMINAL RECORD CHECK AS A CONDITION OF EMPLOYMENT.” (KRS 216.793)

I hereby certify that the information on this application is correct and understand that any misstatement of fact shall be cause for dismissal. You are authorized to make any investigation of my personal history and financial records through any investigative or credit agencies or bureaus of your choice.

Signature of applicant: _____ Date: _____

“Wesley Manor's mission, as a full continuum of care retirement community, is to serve its' residents and families with a dedicated and professional staff in a nurturing Christian environment.”