



EMPLOYMENT APPLICATION - CONFIDENTIAL

Sayre Christian Village is an Equal Opportunity Employer. We provide equal employment opportunities to qualified applicants without regard to race, color, religion, gender, national origin, age or disability. No question in this application is intended to secure information to be used for such discrimination. Sayre Christian Village requires a criminal background check and drug screen as a condition of employment. Please note: Submitting a resume/application form to this facility implies that you are interested in a position(s), but does not mean you are an applicant. You are not considered an applicant until you have been contacted by a Human Resources representative. Then, you may be asked to begin the designated application process, which may involve an interview and/or job-related testing. Sayre Christian Village is an equal opportunity employer and supports workforce diversity.

"FOR THIS TYPE OF EMPLOYMENT STATE LAW REQUIRES A CRIMINAL RECORD CHECK AS A CONDITION OF EMPLOYMENT."
 Instructions: Please print carefully using blue or black ink. Read carefully and complete the application in its entirety. Incomplete responses may disqualify the applicant from consideration. If you require additional space to respond to any question, please attach a separate sheet of paper.

PERSONAL INFORMATION

Date of Application _____ Date Available: _____

Name: (Last) _____, (First) _____, (Middle) _____
 Present Address: (Street) _____ (City) _____, (State) _____ (Zip) _____
 Phone Number: _____ Alternative Phone Number: _____ Email: _____

APPLICATION INFORMATION

Position Applied: _____ FT PT PRN ANY Shifts: Day Evening Night Weekend Any
 Facility: Friendship Towers Moberly Manner Baunta Apartments Christian Benevolent Outreach Can you work holidays? Yes No

Desired wage: _____ Date Available: _____ Have you previously applied to this facility? Yes No
 Have you ever been employed by this facility? Yes No If yes, when _____; position: _____
 Do you have relatives who work here? Yes No Name/Relationship: _____

Are you a U.S. Citizen or an alien with the legal right to work in the U.S.? Yes No Are you at least 18 years old? Yes No
(Pursuant to the Immigration and Reform and Control Act of 1986, any offer is contingent upon the applicant producing required documents establishing his/her identity and authorization for employment in the U.S.)

Have you ever been convicted of any criminal offense, pled no contest or entered into a diversionary agreement; or, are you currently defending a pending charge for other than a minor traffic violation? (A "minor traffic violation" is limited to parking tickets and speeding violations.) Yes No

If your response was yes, give the date, place and nature of each. *(The existence of a conviction or pending charge will not necessarily preclude you from employment. The nature of the crime, its relationship to the position applied for the degree of rehabilitation that has occurred and the time elapsed since the crime or release from confinement may be considered.)*

EDUCATION

Circle Highest Grade Completed 8 9 10 11 12 13 14 15 16 Scholastic Honors Received: _____

	Name of School	City, State	Courses Taken	Completed/Graduated	Degree
High School				<input type="checkbox"/> Yes <input type="checkbox"/> No	
College				<input type="checkbox"/> Yes <input type="checkbox"/> No - Date / /	
Graduate School				<input type="checkbox"/> Yes <input type="checkbox"/> No - Date / /	
Vocational/Business				<input type="checkbox"/> Yes <input type="checkbox"/> No - Date / /	
Professional Education				<input type="checkbox"/> Yes <input type="checkbox"/> No - Date / /	
Other				<input type="checkbox"/> Yes <input type="checkbox"/> No - Date / /	

Memberships of Professional Organizations: _____

Honors received, volunteer or community services or other qualifications you have which you feel are related to the position for which you are applying: _____

PROFESSIONAL LICENSES AND/OR CERTIFICATIONS (List all licenses/certifications including those from other states even if no longer active)

Are you currently eligible to be:	<input type="checkbox"/> Licensed	<input type="checkbox"/> Registered	<input type="checkbox"/> Certified
Type License, Registration or Certification	State Issued	Date Issued	Date Expires
			Number
			Verified

EMPLOYMENT HISTORY

List all previous employers for whom you have worked during the last ten years. List the most recent first. Please use additional sheets of paper if necessary.

POSITION HELD	DATES FROM	DATES TO	IMMEDIATE SUPERVISOR	LAST SALARY Hourly, Monthly or Annually
EMPLOYER	CITY	STATE	TELEPHONE NUMBER	

Duties: _____
 _____ May we contact for reference? Yes No
 Reason for Leaving: _____ Eligible for Rehire: Yes No

POSITION HELD	DATES FROM	DATES TO	IMMEDIATE SUPERVISOR	LAST SALARY Hourly, Monthly or Annually
EMPLOYER	CITY	STATE	TELEPHONE NUMBER	

Duties: _____
 _____ May we contact for reference? Yes No
 Reason for Leaving: _____ Eligible for Rehire: Yes No

POSITION HELD	DATES FROM	DATES TO	IMMEDIATE SUPERVISOR	LAST SALARY Hourly, Monthly or Annually
EMPLOYER	CITY	STATE	TELEPHONE NUMBER	

Duties: _____
 _____ May we contact for reference? Yes No
 Reason for Leaving: _____ Eligible for Rehire: Yes No

POSITION HELD	DATES FROM	DATES TO	IMMEDIATE SUPERVISOR	LAST SALARY Hourly, Monthly or Annually
EMPLOYER	CITY	STATE	TELEPHONE NUMBER	

Duties: _____
 _____ May we contact for reference? Yes No
 Reason for Leaving: _____ Eligible for Rehire: Yes No

POSITION HELD	DATES FROM	DATES TO	IMMEDIATE SUPERVISOR	LAST SALARY Hourly, Monthly or Annually
EMPLOYER	CITY	STATE	TELEPHONE NUMBER	

Duties: _____
 _____ May we contact for reference? Yes No
 Reason for Leaving: _____ Eligible for Rehire: Yes No

With any of the above positions, did you receive special recognition or accomplish special tasks? Yes No
 Explain: _____

If your former employment references or education are under a name other than indicated on the front of the application, please indicate below: _____

If you do not want Sayre Christian Village to contact your prior employers, please explain: _____

Please account for any periods of unemployment: _____

Have you ever been discharged from any job or forced /asked to resign? Yes No Why? _____

List three professional references, who are not relatives, and who have personal knowledge of your work ability and habits.

NAME	TITLE	COMPANY NAME & ADDRESS	TELEPHONE

PLEASE INDICATE DAYS AND HOURS YOU ARE AVAILABLE FOR WORK (BE SPECIFIC)

SUNDAY	AM	AM	MONDAY	AM	AM	TUESDAY	AM	AM
	PM	PM		PM	PM		PM	PM
WEDNESDAY	AM	AM	THURSDAY	AM	AM	FRIDAY	AM	AM
	PM	PM		PM	PM		PM	PM
SATURDAY	AM	AM	I understand, if hired, that emergency conditions may require me to temporarily work overtime or shifts other than the one for which I am applying and agree to such scheduling change as directed by my department head or administrator of this facility. Signature _____					
	PM	PM						

CERTIFICATION AND CONSENT - (Please read carefully, initial each paragraph, and sign below.)

Honesty in Application: I hereby certify that the information given by me in this application is true in all respect to the best of my knowledge I have accounted for all of my education, work experience and other information requested on this application. I understand that if I am offered employment and Sayre Christian Village learns that any information I provided was incomplete, inaccurate or misleading in any respect, then I will be subject to dismissal without notice at any time regardless of the time elapsed before discovery I further certify that I, the undersigned, have personally completed this application. **Initial** _____

Consent for Background and Required Testing: In making application for employment, I understand that Sayre Christian Village may require an investigative report from a consumer reporting agency which may include information regarding my work history, education, professional licensing/certification, character, general reputation, personal characteristics, and mode of living. A criminal background check and an abuse registry check are required. Sayre Christian Village is required by state law to apply for a criminal background check within 7 days of the hire date on all employees per 910KAR1: 240, sec. 7 (2)(a) 2.b. I understand this facility complies with FACTA/FCRA regulations and I will be supplied a copy of my background check if an adverse employment decision is made based upon the review. I further agree to cooperate in such investigation and release and hold harmless all liability or responsibility all persons, companies, and corporations supplying such information in addition to Sayre Christian Village, its employees, officers and employees I consent to take a physical examination and such future physical examinations as may be required by Sayre Christian Village at such times and laces as Sayre Christian Village shall designate. I understand that an offer of employment may be contingent on passing the physical examination which relates to the essential duties I would be required to perform. I further agree, if requested, I will participate in a psychological/personality profile screening. I understand that an offer of employment may be contingent on the outcome of this psychological/personality profile as it relates to the mission and goals of this facility. I understand that Sayre Christian Village requires a post-offer, pre-employment drug/alcohol screening which may include blood tests and urinalysis. I understand that an offer of employment is contingent on passing this screening. **Initial** _____

Inspection Rights: I understand that Sayre Christian Village reserves the right to inspect bags (including purses or briefcases) or parcels brought into or taken out of the facility. I further understand that Sayre Christian Village reserves the right to search any locker or office to which I may be assigned and to review any electronic mail, faxes or other correspondence I may send or receive while employed at Sayre Christian Village. I further understand that as an employee, I may be required to submit to such testing and/or search, at any time, and refusal to submit to required testing may result in termination of my employment. **Initial** _____

Proof of Identity: If employed, I will be required to complete an Employment Verification Form (I-9) and within three (3) days show satisfactory evidence of identity and eligibility for employment. **Initial** _____

Employment At Will: I understand and agree that if I am offered employment by Sayre Christian Village, my employment will be "at-will" which means that it is for no definite term and that either I, or Sayre Christian Village, will have the right to terminate the employment relationship at any time, with or without cause, and with or without notice. I also understand that this status can only be altered by a written contract of employment which is specific as to all material terms and is signed by me and the Executive Administrator of Sayre Christian Village. I understand and agree that any employee handbook or policy manual which I may receive or have access to does not constitute an employment contract or promise regarding the length or terms of my employment. Sayre Christian Village reserves the right to change or revoke any employee handbook or policy without notice to its employees, such policies or handbooks serve merely as a general guide regarding Sayre Christian Village's current expectations. In this connection, I further expressly acknowledge that neither anything said to me during the application and/or interview process or during employment constitutes the terms of an implied employment agreement / contract. **Initial** _____

Resolution of Disputes: I further agree, in the event that I am hired by Sayre Christian Village, that all disputes which might arise out of my employment with the facility, whether during or after that employment, that cannot be resolved by informal internal resolution will be submitted to binding arbitration. I agree that such arbitration shall be conducted under the rules of the American Arbitration Association. By initialing in the space below, I am voluntarily giving up my judicial rights to discovery and appeal, unless such rights are specifically included in the arbitration of disputes provision. If I refuse to submit to arbitration after agreeing to this provision, I may be compelled to arbitrate under the authority of the State of Kentucky. My agreement to this arbitration provision is voluntary. I understand that I have a right to consult with a person of my choosing including an attorney, before signing this document. This application contains the entire agreement between the parties with regard to dispute resolution, and there are no other agreements as to dispute resolution, either oral or written. I have read and understand the foregoing and agree to submit disputes arising out of this application and/or employment with Sayre Christian Village to neutral arbitration before the American Arbitration Association. **Initial** _____

Signature

Date