

## EMPLOYMENT APPLICATION

Position(s) you are applying for \_\_\_\_\_

How did you learn about this position?

- Advertisement (specify source) \_\_\_\_\_     
  Friend     
  Employment Dept  
 Walk-In     
  Website     
  Other: \_\_\_\_\_

Name	Last	First	Middle
Address		Phone #	Email
City		State	Zip

Have you ever filed an application and/or been employed by The Cambridge or The Mansion before?  Yes    No  
 If yes, please give date: \_\_\_\_\_

Do any of your friends or relatives, other than a spouse work here?  Yes    No  
 If yes, please give name, relationship and position: \_\_\_\_\_

Are you at least 18 years of age?  Yes    No  
 If you are under 18 years of age, can you provide proof of your eligibility to work?  Yes    No

Are you a US citizen?  Yes    No  
 If not a US citizen, do you have proof of your legal right to accept employment?  Yes    No

Are you currently employed?  Yes    No

Have you ever been convicted of a crime?  Yes    No  
 If yes, please give date and reason for conviction: \_\_\_\_\_  
(All applicants are subject to a Criminal Background Check and Drug Testing)

Date available for work: \_\_\_\_\_

What is your desired salary range? \_\_\_\_\_

Please check your availability to work:

Regular Full-Time     
  Regular Part-Time at \_\_\_\_\_ hours/week     
  Per-Diem

Morning     
  Afternoons     
  Evenings     
  Weekends     
  Sundays

### Education & Training

School	Name, City & State of School	Course of Study	# years	Diploma/Degree	
High School				Yes	No
Undergraduate School				Yes	No
Graduate School				Yes	No
Other (Specify)				Yes	No

Please state any additional information and skills you feel may be helpful to us in considering your application: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Work Experience – Complete this section even if you are attaching a resume**

Begin with your current or last job. Include any job-related military service assignments and volunteer activities.

Employer:	Dates Employed		Work performed/Responsibilities:
	From:	To:	
Address:	Hourly/Salary Rate		
	Start:	End:	
Supervisor & Telephone #			May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Job Title			Reason for leaving:
Employer:	Dates Employed		Work performed/Responsibilities:
	From:	To:	
Address:	Hourly/Salary Rate		
	Start:	End:	
Supervisor & Telephone #			May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Job Title			Reason for leaving:
Employer:	Dates Employed		Work performed/Responsibilities:
	From:	To:	
Address:	Hourly/Salary Rate		
	Start:	End:	
Supervisor & Telephone #			May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Job Title			Reason for leaving:

**Professional/Business References – Please do not include family members.**

Name	Address & Phone Number	Occupation
1.		
2.		
3.		

**Applicant’s Certification – Please read this carefully before signing the application!**

- I am aware that all applicants at The Cambridge and The Mansion at South Union (The Cambridge Guest Home). are subject to a criminal background check and may be subject to drug testing. Both the Cambridge and The Mansion at South Union uphold a strict policy of being a drug-free workplace.
- The Cambridge and The Mansion at South Union are equal opportunity employers and will consider applicants for all positions without regard to race, age, color, religion, marital status, nation origin, disability, veteran status or any other legally protected status.
- No applicant will be rejected as a result of any impairment, which, with reasonable accommodation, does not prevent performance of the work.

- The Cambridge and The Mansion at South Union will not tolerate sexual harassment or harassment on the basis of any protected class status in the workplace.
- I understand that, if selected, I will be required to provide proof of my identity and legal right to work in the United States prior to actual employment at The Cambridge and The Mansion at South Union.
- I certify that I have answered truthfully and have not knowingly withheld information relative to my application. I understand that any misrepresentation or material omission on the application will result in my being eliminated from further consideration. I further understand that, if accepted for employment, any misrepresentation or material omission that becomes known to The Cambridge and The Mansion at South Union may result in immediate termination of my employment.
- In consideration of my employment, I agree to adhere to all existing and future rules and policies of The Cambridge and The Mansion at South Union. I also understand that The Cambridge and the Mansion at South Union reserve the right to change wages, hours and working conditions as deemed necessary.
- I understand that all employees of The Cambridge and the Mansion at South Union, are considered to be "at will." This means that The Cambridge and/or The Mansion at South Union may terminate my employment at any time without notice, without liability, for any extended period. There is no guaranteed length of employment for any employee.

I have read and reviewed the above certification statements and other information provided on the application.

Applicants Signature: \_\_\_\_\_ Date: \_\_\_\_\_