



Moravian Manor is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, ancestry, color, religious creed, age, sex, sexual orientation, national origin, handicaps or disabilities, and will make reasonable accommodations for disability during application and employment.

**APPLICATION FOR EMPLOYMENT**

*It is important to complete each part of this application*

**PERSONAL INFORMATION**

Date \_\_\_\_\_

Phone No. \_\_\_\_\_ Cell No. \_\_\_\_\_ Email \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Street

City County State Zip

State name and department of any relatives, including spouse already employed by Moravian Manor:

\_\_\_\_\_

Referred by:

\_\_\_\_\_

Are you under 17?  Yes  No

Are you a citizen or national of the U.S., an alien lawfully admitted to permanent residence or an alien authorized to work in the U.S.?

Yes  No

**EMPLOYMENT DESIRED**

Position Desired In Order of Preference	Shift Desired Number in order of preference	Desired Start Date
1. _____ 2. _____ 3. _____	___Day ___Evening ___Night  Part-time _____  Full-time _____	

Professional Registration Number \_\_\_\_\_ State \_\_\_\_\_

Are you Employed Now? \_\_\_\_\_ If yes, may we contact your present employer? \_\_\_\_\_

Have you ever applied or been employed by Moravian Manor before? \_\_\_\_\_

If yes, date of application \_\_\_\_\_

If yes, dates of employment \_\_\_\_\_

## EMPLOYMENT EXPERIENCE

Start with your present or last job. You may exclude organizations which indicate race, color, religion, gender, national origin handicap or other protected status.

1.	Employer		Length of Service		WORK PERFORMED
	Address		Mo/Year		
			From		
	Telephone Number(s)		To		
	Job Title	Supervisor	Hourly Rate/Salary		
			Starting	Final	
Reason for leaving					
2.	Employer		Length of Service		WORK PERFORMED
	Address		Mo/Year		
			From		
	Telephone Number(s)		To		
	Job Title	Supervisor	Hourly Rate/Salary		
			Starting	Final	
Reason for leaving					
3.	Employer		Length of Service		WORK PERFORMED
	Address		Mo/Year		
			From		
	Telephone Number(s)		To		
	Job Title	Supervisor	Hourly Rate/Salary		
			Starting	Final	
Reason for leaving					

## EDUCATION

	Elementary School	High School	Undergraduate College/University	Graduate/Professional
School Name & Locations				
Years Completed (circle)	4 5 6 7 8	9 10 11 12	1 2 3 4	1 2 3 4
Diploma/Degree				
Describe Course of Study				
Describe any specialized training, apprenticeship, skills, and extracurricular activities				
Describe any honors you have received				
State any additional information you feel may be helpful to us in considering your application				

**REFERENCES:**

(Please list at least one familiar with your **professional skills** or **work abilities**)

Name of Reference (Non-Relative)	Complete Mailing Address (including Zip Code)	Telephone No.	Occupation
1.			
2.			
3.			

Have you ever had any job-related training in the United States Military?  Yes  No

If yes, please describe \_\_\_\_\_  
\_\_\_\_\_

Have you ever been convicted of a crime?  Yes  No

If yes, please explain and describe convictions \_\_\_\_\_  
\_\_\_\_\_

I have no history of or conviction for violent crime(s) and was never dismissed from employment due to abuse of clients or residents.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

The facts set forth on my application for employment are true and complete. I understand that false statements on this application will be considered cause for rejection of this application or for termination of employment. I hereby authorize Moravian Manor to conduct work history, personal reference, and criminal history background inquiries, as it deems appropriate. I release from all liabilities or responsibilities all persons supplying such information.

I understand that nothing contained in this employment application or in the granting of an interview is intended to create an employment contract between Moravian Manor and myself for either employment or for the providing of any benefit. No promises regarding employment have been made to me and I understand that no such promise is binding upon Moravian Manor unless made in writing.

Following a conditional job offer from Moravian Manor, I understand that I will be required to undergo a pre-employment physical examination and five-panel drug screen. Moravian Manor requires compulsory Influenza vaccination for all employees regardless of department, or employment status. \*Exemptions for medical or religious reasons will be addressed individually as per facility Influenza policy.

I further understand that my employment will be contingent upon the results of this physical examination and five-panel drug screen. I, understand that if employed by Moravian Manor it will be on an "at will" basis and no particular length or duration of employment is guaranteed.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name