



Moravian Manor Communities is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, ancestry, color, religious creed, age, gender or 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 Communities.

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.?

Referred by:

Yes No

EMPLOYMENT DESIRED

Position Desired In Order of Preference	Shift Desired Number in order of preference	
1. _____	___Day___ Evening ___Night	Desired Start Date _____
2. _____	Part-time _____	Desired Wage _____
3. _____	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 Communities 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 Communities 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 Communities 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 Communities unless made in writing.

Following a conditional job offer from Moravian Manor Communities, I understand that I will be required to undergo a pre-employment physical examination and five-panel drug screen. Moravian Manor Communities 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 Communities it will be on an "at will" basis and no particular length or duration of employment is guaranteed.

Signature

Date

Print Name