



REST HAVEN HOMES

by love serve one another

1424 Union NE, Grand Rapids, MI 49505 * {p} 616 363-6819

APPLICATION FOR EMPLOYMENT

APPLICANT TO COMPLETE ALL INFORMATION REQUESTED
PLEASE PRINT

Name _____
First Middle Last

Present address _____
Street City State Zip

Telephone Number _____ Cell Number _____

Email _____

| | | |
|--|-----|----|
| Are you authorized to work in the United States? | Yes | No |
| Are you over the age of 18? | Yes | No |
| Have you ever been convicted of a crime? | Yes | No |
| Do you use tobacco products in any form? | Yes | No |

COMPANY EXPERIENCE

Have you worked for this company before? _____ Dates: From _____ To _____
Month/Year Month/Year

Department _____ Rate of Pay _____ Position _____

Reason for leaving _____

GENERAL

Are you currently employed? _____ If not, when was your last day? _____

Position applying for _____ Full Time Part Time

Desired Shift(s) _____ Desired rate of pay _____

Who referred you? _____

EDUCATIONAL BACKGROUND

| Type of School | Name and City | Did You Graduate? | Course or Major |
|-------------------------|---------------|-------------------|-----------------|
| College | | | |
| Nursing Program/ School | | | |
| High School | | | |
| Other | | | |

LIST ALL PRESENT AND PAST EMPLOYMENT, BEGINNING WITH MOST RECENT

| | | | | | | | | |
|----------|---|--|--|---------------------------|--|-------------------------|--|--|
| 1 | COMPANY NAME | | | DATES WORKED | | POSITION(S) HELD | | |
| | ADDRESS, CITY, STATE, ZIP | | | | | | | |
| | PHONE | | | DUTIES / RESPONSIBILITIES | | | | |
| | TYPE OF BUSINESS | | | | | | | |
| | NAME OF SUPERVISOR | | | REASON FOR LEAVING | | | | |
| | BASE GROSS INCOME \$ STARTING WAGE \$ per <input type="checkbox"/> HOUR <input type="checkbox"/> YEAR ENDING/CURRENT \$ per <input type="checkbox"/> HOUR <input type="checkbox"/> YEAR <input type="checkbox"/> BONUS <input type="checkbox"/> INCENTIVES AMOUNT RECEIVED \$ WORK HOURS: | | | | | | | |

| | | | | | | | | |
|----------|---|--|--|---------------------------|--|-------------------------|--|--|
| 2 | COMPANY NAME | | | DATES WORKED | | POSITION(S) HELD | | |
| | ADDRESS, CITY, STATE, ZIP | | | | | | | |
| | PHONE | | | DUTIES / RESPONSIBILITIES | | | | |
| | TYPE OF BUSINESS | | | | | | | |
| | NAME OF SUPERVISOR | | | REASON FOR LEAVING | | | | |
| | BASE GROSS INCOME \$ STARTING WAGE \$ per <input type="checkbox"/> HOUR <input type="checkbox"/> YEAR ENDING/CURRENT \$ per <input type="checkbox"/> HOUR <input type="checkbox"/> YEAR <input type="checkbox"/> BONUS <input type="checkbox"/> INCENTIVES AMOUNT RECEIVED \$ WORK HOURS: | | | | | | | |

| | | | | | | | | |
|----------|---|--|--|---------------------------|--|-------------------------|--|--|
| 3 | COMPANY NAME | | | DATES WORKED | | POSITION(S) HELD | | |
| | ADDRESS, CITY, STATE, ZIP | | | | | | | |
| | PHONE | | | DUTIES / RESPONSIBILITIES | | | | |
| | TYPE OF BUSINESS | | | | | | | |
| | NAME OF SUPERVISOR | | | REASON FOR LEAVING | | | | |
| | BASE GROSS INCOME \$ STARTING WAGE \$ per <input type="checkbox"/> HOUR <input type="checkbox"/> YEAR ENDING/CURRENT \$ per <input type="checkbox"/> HOUR <input type="checkbox"/> YEAR <input type="checkbox"/> BONUS <input type="checkbox"/> INCENTIVES AMOUNT RECEIVED \$ WORK HOURS: | | | | | | | |

PROFESSIONAL/WORK REFERENCE

| | | | |
|--------------|-------------|------------------------|-----------------|
| NAME | YEARS KNOWN | RELATIONSHIP AND TITLE | |
| COMPANY | | | |
| WORK ADDRESS | STATE | PRIMARY PHONE | SECONDARY PHONE |

| | | | |
|--------------|-------------|------------------------|-----------------|
| NAME | YEARS KNOWN | RELATIONSHIP AND TITLE | |
| COMPANY | | | |
| WORK ADDRESS | STATE | PRIMARY PHONE | SECONDARY PHONE |

| | | | |
|--------------|-------------|------------------------|-----------------|
| NAME | YEARS KNOWN | RELATIONSHIP AND TITLE | |
| COMPANY | | | |
| WORK ADDRESS | STATE | PRIMARY PHONE | SECONDARY PHONE |

| | | | |
|--------------|-------------|------------------------|-----------------|
| NAME | YEARS KNOWN | RELATIONSHIP AND TITLE | |
| COMPANY | | | |
| WORK ADDRESS | STATE | PRIMARY PHONE | SECONDARY PHONE |

SPECIAL SKILLS

Please check the skills for which you have received training:

Word Processing: (WPM _____) Data Entry

CEU Classes: _____

Languages: _____

Awards/Recognition: _____

CPR Certification: _____

Other: _____

APPLICANT MUST READ AND SIGN

In compliance with Federal and State equal employment opportunity laws, qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital status, veteran status, non-job related disability, or any other protected group status.

I certify that I have read and understood all of this employment application. It is agreed and understood that the employer or his agents may investigate my background to ascertain any and all information of concern to my employment history, whether same is of record or not, and I release employers and other persons or sources from all liability for any damages on account of furnishing such information. I understand that, as an applicant for a position with this company, I may be asked to demonstrate that I am capable of performing tasks which are pertinent to the job. I also understand that if offered a job, it may be conditioned on the results of a physical examination, drug test, nicotine test, and a background check.

I understand and agree that, if hired, my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated with or without cause, at any time, with or without notice and at will.

I understand that Rest Haven Homes, Inc. is a tobacco free campus and does not hire persons who use tobacco in any form. Persons who come to work smelling like tobacco or smoke will forfeit the remainder of the shift and be subject to disciplinary action.

I further certify that I am a genuine applicant for employment and this application is being submitted solely for the purpose of seeking employment with the employer and for no other reason.

I agree to furnish such additional information and complete such examinations as may be required to complete my employment file.

I also understand that misrepresentation or omission of information or facts may result in my rejection or dismissal.

If hired, I agree to abide by all the rules and policies of the employer.

Due to the nature of the work performed at Rest Haven Homes, Inc. it is required for employment that each applicant is able to read with understanding and write with clarity in English on all resident and job related documentation.

This signature certifies that this application was completed by me, and that all entries on it and information in it are true and complete to the best of my knowledge.

Applicant Signature

Date (mm/dd/yyyy)