



Employment Application



Church of God Home, Inc.
801 N. Hanover Street · Carlisle, PA 17013 · P: (717) 249-5322 · F: (717) 249-8622
www.churchofgodhome.org

Employment Application

The Church of God Home, Inc. is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, ancestry, age, sex, disability, or religious creed.

Personal Information

Date: _____ Social Security Number _____ - _____ - _____

Name: _____

Address: _____
Street City State Zip Code

Phone Number: _____ Alternate Phone Number: _____

Have you been a Pennsylvania resident for at least the last two consecutive years? Yes No
If No, moved to Pennsylvania in _____ / _____
Month Year

Are you 18 years or older? Yes No

Are you either a U.S. Citizen or an alien authorized to work in the United States? Yes No

Employment Desired

Position applied for: _____

Date available to begin work: _____ Best time for interview: _____

Will you accept employment of: Full-time Part-time Other _____

Shift Desired: Day Evening Night Weekend Other _____

Are you employed now? Yes No If yes, may we contact your present employer? Yes No

Were you previously employed by the Church of God Home, Inc. Yes No
If yes, when? _____

Have you ever been convicted of a crime involving abuse, fraud, any felony or any misdemeanor involving theft and/or have you been dismissed from employment due to abuse of clients or residents? Yes No
If yes, please explain _____

Federal Regulations require Church of God Home, Inc. to complete a Criminal Background Check for you in regards to the Older Adults Protective Services Act. Do you authorize us to complete this check? Yes No

General

Special skills and/or subjects of special study: _____

Professional organization membership, honors received, volunteer or community service or other qualifications you have which you feel are related to the position for which you are applying*: _____

* Exclude organizations, the name of which indicates the race, creed, sex, age, marital status, color or nation of origin of its members.

Education

| School | Name and Location of School | No. of Years Attended | Did You Graduate? | Degree, Diploma, or Certificate Received |
|-------------------------------|-----------------------------|-----------------------|---|--|
| High School or GED Equivalent | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| College | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Graduate/ Professional | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |

Employment History

(List most recent first or attach resume)

| Dates Employed | Employer |
|--|--|
| From _____ / _____ Month Year To _____ / _____ Month Year | Employer Name _____ Phone # _____ Address _____ Job Title _____ Salary \$ _____ Supervisor _____ Reason for Leaving _____ |
| From _____ / _____ Month Year To _____ / _____ Month Year | Employer Name _____ Phone # _____ Address _____ Job Title _____ Salary \$ _____ Supervisor _____ Reason for Leaving _____ |
| From _____ / _____ Month Year To _____ / _____ Month Year | Employer Name _____ Phone # _____ Address _____ Job Title _____ Salary \$ _____ Supervisor _____ Reason for Leaving _____ |
| From _____ / _____ Month Year To _____ / _____ Month Year | Employer Name _____ Phone # _____ Address _____ Job Title _____ Salary \$ _____ Supervisor _____ Reason for Leaving _____ |
| From _____ / _____ Month Year To _____ / _____ Month Year | Employer Name _____ Phone # _____ Address _____ Job Title _____ Salary \$ _____ Supervisor _____ Reason for Leaving _____ |

U.S. Military Service

Dates: _____ Branch of Service: _____

Skills and Experience Gained: _____

Professional References

Provide below names of 3 persons not related to you whom you have known for at least 1 year.

| Name | Occupation | Address | Phone Number |
|------|------------|---------|--------------|
|------|------------|---------|--------------|

| Name | Occupation | Address | Phone Number |
|------|------------|---------|--------------|
|------|------------|---------|--------------|

| Name | Occupation | Address | Phone Number |
|------|------------|---------|--------------|
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Applicant's Statement

The Church of God Home, Inc. does not discriminate in hiring or any other decision on the basis of race, color, gender, citizenship, national origin, ancestry, veteran status or on the basis of age or physical or mental disability, unrelated to ability to perform the work required. No question on this application is intended to secure information to be used for such discrimination or excusing any application from consideration for employment on a basis, prohibited by local, state or federal law. I understand that it is the Church of God Home, Inc. policy not to refuse to hire a qualified individual with a disability because of that person's need for a reasonable accommodation as required by the Americans with Disabilities Act.

I certify that answers given herein are true and complete to the best of my knowledge.

In the event of employment, I understand that false, misleading, or incomplete information given in my application or interview(s) may result in termination of employment. I understand, also, that I am required to abide by all rules and regulations of the Church of God Home, Inc.

I understand if I am hired, that my employment is **at will**, and that either party is free to terminate the employment relationship at any time without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration.

I consent to take the physical examination and such further physical examinations as may be required by the Church of God Home, Inc. at such times and places as Church of God Home, Inc. shall designate. I understand that an offer of employment may be contingent on passing both the physical examination and Criminal Background Investigation which relates to the essential duties I would be required to perform.

If employed, I will be required to complete an employment Verification form (1-9) and show satisfactory evidence of identity and eligibility for employment.

I voluntarily give the Church of God Home, Inc. the right to make a thorough investigation, to contact and obtain information from all references, employers, educational institutions and to otherwise verify the accuracy of the information contained in this application. I hereby release from all liability and responsibility the employer and its representatives for seeking, gathering, and using such information, and all persons, companies or corporations for furnishing such information.

I have read and fully understand the foregoing and seek employment under these conditions.

Signature of Applicant

Date