



**Employment History:** Complete employment history is required. Use additional sheets if needed.

List all work experience beginning with the most **RECENT** position. Please complete even if a resume is attached.

List any current or past employer's you **DO NOT** want us to contact: \_\_\_\_\_

Employer \_\_\_\_\_ Supervisor Name / Title: \_\_\_\_\_  
Address \_\_\_\_\_ Dates of Employment: \_\_\_\_\_ to \_\_\_\_\_  
City/State/Zip Code \_\_\_\_\_ month / year month / year  
Phone number (\_\_\_\_) \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
Starting Pay: \$ \_\_\_\_\_ Ending Pay: \$ \_\_\_\_\_  
Describe your duties: \_\_\_\_\_

Employer \_\_\_\_\_ Supervisor Name / Title: \_\_\_\_\_  
Address \_\_\_\_\_ Dates of Employment: \_\_\_\_\_ to \_\_\_\_\_  
City/State/Zip Code \_\_\_\_\_ month / year month / year  
Phone number (\_\_\_\_) \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
Starting Pay: \$ \_\_\_\_\_ Ending Pay: \$ \_\_\_\_\_  
Describe your duties: \_\_\_\_\_

Employer \_\_\_\_\_ Supervisor Name / Title: \_\_\_\_\_  
Address \_\_\_\_\_ Dates of Employment: \_\_\_\_\_ to \_\_\_\_\_  
City/State/Zip Code \_\_\_\_\_ month / year month / year  
Phone number (\_\_\_\_) \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
Starting Pay: \$ \_\_\_\_\_ Ending Pay: \$ \_\_\_\_\_  
Describe your duties: \_\_\_\_\_

Employer \_\_\_\_\_ Supervisor Name / Title: \_\_\_\_\_  
Address \_\_\_\_\_ Dates of Employment: \_\_\_\_\_ to \_\_\_\_\_  
City/State/Zip Code \_\_\_\_\_ month / year month / year  
Phone number (\_\_\_\_) \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
Starting Pay: \$ \_\_\_\_\_ Ending Pay: \$ \_\_\_\_\_  
Describe your duties: \_\_\_\_\_

Employer \_\_\_\_\_ Supervisor Name / Title: \_\_\_\_\_  
Address \_\_\_\_\_ Dates of Employment: \_\_\_\_\_ to \_\_\_\_\_  
City/State/Zip Code \_\_\_\_\_ month / year month / year  
Phone number (\_\_\_\_) \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
Starting Pay: \$ \_\_\_\_\_ Ending Pay: \$ \_\_\_\_\_  
Describe your duties: \_\_\_\_\_

**Personal References:** list three references. **Do not list any relatives**

Name	Address	Phone#	Occupation
1. _____	_____	(____)	_____
2. _____	_____	(____)	_____
3. _____	_____	(____)	_____

I understand that Holmes Lake Manor will request information as to my character, work habits, performance, along with reasons for termination of past employment. I understand that as directed by company policy and consistent with the job described, information will be requested from public and private sources about my: criminal history, court record, credentials, and references.

I hereby authorize, without reservation, any law enforcement agency, institution, information service bureau, employer, or insurance company contacted to furnish the above mentioned information. In addition, I hereby waive the right to bring any cause of action against these individuals for defamation, invasion of privacy or any other reason because of their statements.

I agree to submit to a pre-employment physical and I understand that successful completion of the physical, along with favorable reports from APS, CPS, and criminal history will be a condition of my employment.

I hereby release Holmes Lake Manor and their agents and all persons, agencies and entities providing information or reports about me from any and all liability arising out of the requests for or release of any of the above mentioned information or reports. I certify that my answers to the foregoing questions are true and correct without any consequential omissions of any kind whatsoever. I understand that if I am employed, any false, misleading or otherwise incorrect statements made on this application form or during any interview may be grounds for my immediate discharge.

I acknowledge that a facsimile (FAX) or photographic copy shall be as valid as the original.

I agree that, if I am employed, I will abide by all the rules and regulations of Holmes Lake Manor. I understand that nobody at Holmes Lake Manor is authorized to enter into any written or verbal employment contract with me for any definite period of time without the express written consent of the Administrator. I also understand that my employment is "at-will" and may be terminated by myself or by Holmes Lake Manor at any time for any reason or no reason at all, with or without prior notice.

Holmes Lake Manor demands honesty from its employees and prospective employees. Any form of dishonesty is grounds for discharge.

Applicant Name: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Holmes Lake Manor**  
**Voluntary Affirmative Action Information**  
**Completion of this form is voluntary**

The following information does not affect you as an individual applicant nor your eligibility for employment. We consider all applicants for positions without regard to race, color, religion, sex, national origin, age, martial or veteran status, the presence of non-job-related medical conditions or handicaps, or any other legally protected status.

As required, we comply with government regulations including Affirmative Action obligations where they apply. In an effort to comply with requirements regarding government record keeping, reporting and other legal obligations, we ask that you complete this application data survey. Your cooperation is appreciated.

Date: \_\_\_\_\_

Position(s) applied for: \_\_\_\_\_

**Referral Source:**

- \_\_\_\_\_ Newspaper Advertisement
- \_\_\_\_\_ Holmes Lake Manor Employee
- \_\_\_\_\_ Relative
- \_\_\_\_\_ Friend
- \_\_\_\_\_ Walk in
- \_\_\_\_\_ Private Employment Agency or Job Service
- \_\_\_\_\_ School
- \_\_\_\_\_ Internet (what site(s) \_\_\_\_\_)
- \_\_\_\_\_ Other (explain) \_\_\_\_\_

**Please check one of the following:**

- \_\_\_\_\_ Male
- \_\_\_\_\_ Female
  
- \_\_\_\_\_ White
- \_\_\_\_\_ Black or African American
- \_\_\_\_\_ Hispanic or Latino
- \_\_\_\_\_ Hawaiian or Pacific Islands
- \_\_\_\_\_ Asian
- \_\_\_\_\_ American Indian or Alaskan Native
- \_\_\_\_\_ Two or More Races

**Check if any of the following are applicable:**

- \_\_\_\_\_ Vietnam Era Veteran
- \_\_\_\_\_ Disabled Veteran
- \_\_\_\_\_ Handicapped