

Name: \_\_\_\_\_  
(Last) (First) (MI)

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

Position: \_\_\_\_\_

Shift: \_\_\_\_\_



## APPLICATION FOR EMPLOYMENT

Oakwood Terrace is an equal opportunity employer. Federal and state fair employment laws and implementing regulations prohibit employment discrimination based on race, color, religion, sex, age, disability, marital status, ancestry, national origin, or disabled or Vietnam era veteran status. Information provided in response to questions on this application must be accurate, complete, and in the handwriting of the applicant. All such information will be used lawfully and treated confidentially.

Oakwood Terrace  
**General Employment Application**

**NOTE: We are an At-Will employer** **PRINT ONLY - No Handwriting, except signature**

Position(s) Applied For: \_\_\_\_\_ Date: \_\_\_\_\_

How many hours can you work a week? \_\_\_\_\_ Desired Pay Range: \_\_\_\_\_

Telephone Number(s): \_\_\_\_\_  Full Time  Part Time  Either

Name: \_\_\_\_\_  
First Middle Last Jr./Sr. Other Names Used

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

Number/Street City State Zip

Mailing Address: \_\_\_\_\_

Driver's License Number/ State issued ID: \_\_\_\_\_ Social Security No. \_\_\_\_\_ - \_\_\_\_\_

Have you ever had your driver's license suspended or revoked? \_\_\_\_\_ If any, Green Card ID Number: \_\_\_\_\_

Are you at least 18 years of age or older?  Yes  No If under age 18, list age: \_\_\_\_\_

Name/Address of Nearest Relative: \_\_\_\_\_ Relationship: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_

Check which days you are available to work: Days ( ), evenings ( ), Nights ( )  
 Sunday  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday

Are you willing to work overtime?  Yes  No

Are there any times you are not available to work? If so, please list: \_\_\_\_\_  
 Are there any holidays that you cannot work? If so, please list: \_\_\_\_\_

Have you ever worked at this facility before, and if so, when? \_\_\_\_\_

Are you in the National Guard, or a Volunteer Firefighter?  Yes  No  
 Have you ever been convicted of a crime:  Yes  No

Have you ever been in the Armed Forces?  Yes  No  
 Specialty: \_\_\_\_\_ Dates Served: \_\_\_\_\_  
 Are you legally authorized to work in the United States?  Yes  No

Are you a member of any clubs, teams or service organizations? If so, please list. (You may exclude those which may disclose your race, color, religion, age, national origin, ancestry, handicap or other protected status).  
 \_\_\_\_\_

May we contact your present employer? \_\_\_\_\_

**WORK EXPERIENCE** (List all jobs held in the last 5 years, with the most recent first. Use extra paper if needed.)

|                           |                     |               |             |
|---------------------------|---------------------|---------------|-------------|
| Name of Employer:         | Address:            | Dates Worked: | Supervisor: |
| Phone:                    |                     | From:         |             |
|                           |                     | To:           |             |
| Job Title & Type of Work: | Reason for Leaving: |               |             |

List General Duties Performed:

**WORK EXPERIENCE** (List all jobs held in the last 5 years, with the most recent first. Use extra paper if needed.)

|                           |                     |               |             |
|---------------------------|---------------------|---------------|-------------|
| Name of Employer:         | Address:            | Dates Worked: | Supervisor: |
| Phone:                    |                     | From:         |             |
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| Phone:                    |                     | From:         |             |
|                           |                     | To:           |             |
| Job Title & Type of Work: | Reason for Leaving: |               |             |

List General Duties Performed:

Are you eligible for Target Job Tax Credit or Welfare to Work Programs?  Yes  No

