

Employment Application

Twilight Acres is an equal opportunity employer. Employment decisions are made without regard to age, race, creed, color, sex, sexual orientation, gender identity, national origin, religion, disability, status as a disabled Vietnam era veteran, or other category as specified by law.

Please print clearly when filling out this application.

Name: _____ Date: _____
Last First Middle

Address: _____
Street City State Zip

Telephone: _____ Email address: _____

Position(s) applied for: _____

Are you eighteen (18) years of age or older? _____

If you are under sixteen (16) years of age, can you furnish a Work Permit? _____ Yes/No

Have you ever been employed here before _____ Yes/No
If yes, give date _____

Are you employed now? _____ yes/no

Can you, if hired, submit verification of your legal right to work in the U.S.? _____ Yes/No

If hired, you will be required to submit documents sufficient to establish employment authorization and identity compliance with the Immigration Reform and Control Act of 1986 and all applicable regulations. While you need not provide this proof of legal status at the time you are interviewed, you will be required to do so after hire.

On what date would you be available to start work? _____

Expected salary: _____

Are you available to work: ___ Full Time: ___ Part Time: ___ Occasional

What days? S M T W R F S What hours? ___ 6-2 ___ 2-10 ___ 10-6 ___ Other

Are you laid-off or subject to recall? _____ Yes/No

Do you have a record of founded child or dependent adult abuse or have you ever been convicted of a crime other than a simple misdemeanor offense relating to motor vehicles and laws of the road under chapter 321 or equivalent provisions, in this state or any other state? _____ Yes/No

If so, explain: _____

Are there currently any criminal charges pending involving you, or are you under investigation for child or dependent adult abuse? _____ Yes/No

If so, explain: _____

EDUCATION

School Name	Elementary					High School				College/University				Graduate/Professional			
Years Completed	4	5	6	7	8	9	10	11	12	1	2	3	4	1	2	3	4
Diploma/Degree																	
Describe Course of Study:																	

Educational honors, extra-curricular activities, professional societies or other information that you believe is related to your ability to perform the position for which you are applying and your application for employment: _____

Special skills and qualifications, including those acquired from employment or other experience: _____

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include military service assignments and/or volunteer activities. Account for all periods of unemployment.

EMPLOYER: _____ PHONE: _____

ADDRESS: _____

POSITION: _____ STARTING DATE: _____ STARTING WAGE: _____

SUPERVISOR: _____ ENDING DATE: _____ ENDING WAGE: _____

DUTIES: _____

REASON FOR LEAVING: _____

EMPLOYER: _____ PHONE: _____

ADDRESS: _____

POSITION: _____ STARTING DATE: _____ STARTING WAGE: _____

SUPERVISOR: _____ ENDING DATE: _____ ENDING WAGE: _____

DUTIES: _____

REASON FOR LEAVING: _____

If additional space is needed, please continue on a separate sheet of paper. State any additional information you feel may be helpful to us in considering your application.

**Twilight Acres
600 West 6th Street
Wall Lake, IA 51466
Phone: 712-664-2488
Fax: 712-664-2698**

Reference Check

Date: _____

To: _____

We are considering _____ for the position of _____ at our facility. She/He has listed you on her/his job application as a reference. Please fill out the information on the reverse side of this letter. This information will be held in confidence. Your cooperation and prompt reply will be greatly appreciated.

You may fax back your reply or find enclosed a self-addressed, stamped envelope for your convenience.

Thank you for your time and consideration.

Sincerely,

Gina Anderson, RN
Director of Nursing

AUTHORIZATION FOR RELEASE OF INFORMATION

I hereby grant permission to the above person (company) to furnish Twilight Acres with information regarding my work history and a profile of my aptitude and character.

Signature

Date