

# EMPLOYMENT APPLICATION

## ASPEN CREEK SENIOR LIVING

701 N. Forest  
Kenai, AK 99611  
(907) 335-2050

390 Lovers Lane  
Soldotna, AK 99669  
(661) 461-1058

Position Applying For: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_ Alternate Telephone: \_\_\_\_\_

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

Physical Address: \_\_\_\_\_

Are you able to perform the essential functions of the position with or without accommodations?

\_\_\_\_\_ Yes \_\_\_\_\_ No

If you need accommodations, please describe:

If necessary for the job, I am able to:

Work overtime: \_\_\_\_\_ Yes \_\_\_\_\_ No

Provide a valid Alaska Driver's License:



Issuing State: \_\_\_\_\_

Type: \_\_\_\_\_ Lic. No.: \_\_\_\_\_

If necessary for the job are you 18 years of age or older?

\_\_\_\_\_ Yes \_\_\_\_\_ No

I am legally eligible for employment in the U.S.:

\_\_\_\_\_ Yes \_\_\_\_\_ No

I am seeking a permanent position:

\_\_\_\_\_ Yes \_\_\_\_\_ No

I will be able to report to work \_\_\_\_\_ days after being notified I am hired.

Work the following shifts: (check all that apply)

\_\_\_\_\_ Any \_\_\_\_\_ Day \_\_\_\_\_ Night  
\_\_\_\_\_ Evening \_\_\_\_\_ Swing \_\_\_\_\_ Split  
\_\_\_\_\_ Rotating / Other: \_\_\_\_\_

CAN YOU PASS A CRIMINAL BACKGROUND CHECK? \_\_\_\_\_ Yes \_\_\_\_\_ No

### EMPLOYMENT HISTORY

List most recent employment first. Include summer or temporary jobs. Be sure all your experience or employers related to this job are listed here, in the summary following this section or on an extra sheet of paper if necessary. No more than 10 years history recommended.

Employer name and address:  Pay: \$ _____ Per: _____	Position title/duties, skills:  Supervisor: _____ Telephone: _____	Start date: _____ End date: _____ Reason for leaving: _____
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Summarize other employment related to this job:

### EDUCATION

	Institution Name	Years Completed	Field of Study	Graduate or Degree
High School				
College/University				
Business/Technical				
Additional				

### MILITARY

Are you a veteran? \_\_\_\_\_ Yes \_\_\_\_\_ No

Duty/specialized training: \_\_\_\_\_

### SKILLS AND QUALIFICATIONS

Other qualifications such as special skills, abilities or honors that should be considered:

Types of computers, software, and other equipment you are qualified to operate or repair:

Professional licenses, certifications or registrations:

Additional skills, including supervision skills, other languages or information regarding the career/occupation you wish to bring to the employer's attention:

### REFERENCES

List two work references. **We need 3 references**

Name	Address	Telephone	Occupation	Years Known

### CONTACT

In case of accident or illness, please contact: Name: \_\_\_\_\_ Daytime phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Relationship: \_\_\_\_\_

Are you related to anyone who has or is presently associated with Charis Place Assisted Living? \_\_\_\_\_ Yes \_\_\_\_\_ No

### INFORMATION TO THE APPLICANT

As part of our procedure for processing your employment application, **YOUR PERSONAL AND EMPLOYMENT REFERENCES MAY BE CHECKED.** If you have misrepresented or omitted any facts on this application, and are subsequently hired, you may be discharged from your job. You may make a written request for information derived from the checking of your references. If necessary for employment, you may be required to: supply your birth certificate or other proof of authorization to work in the United States, have a physical examination and/or a drug test, or to sign a conflict of interest agreement and abide by its terms. I understand and agree to the information shown above.

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_

**Equal Employment Opportunity:** While many employers are required by federal law to have an Affirmative Action Program, all employers are required to provide equal employment opportunity and may ask your national origin, race and sex for planning and reporting purposes only. This information is optional and failure to provide it will have no effect on your application for employment.