



## Employment Application

(PLEASE PRINT CLEARLY AND ANSWER ALL QUESTIONS COMPLETELY)

**Spring Village at Danbury**, fully subscribes to the principles of *Equal Employment Opportunity*. It is our policy to provide employment, compensation, and other benefits related to employment based on qualifications, without regard to race, color, religion, national origin, age, sex, veteran status, disability, or any other basis prohibited by federal, state or local law. In accordance with requirements of the *Americans with Disabilities Act*, it is our policy to provide reasonable accommodation upon request during the application process to eligible applicants in order that they may be given a full and fair opportunity to be considered for employment. As *Equal Opportunity Employers*, we intend to comply fully with applicable Federal and State employment laws and the information requested on this application will only be used for purposes consistent with those laws.

Position Sought: \_\_\_\_\_ Date: \_\_\_\_\_

### PERSONAL DATA:

\_\_\_\_\_  
Last Name                                      First Name                                      Middle Name                                      Social Security Number

\_\_\_\_\_  
Street Address                                      City                                      State/Zip Code                                      Telephone Number

Are you at least 18 years old? \_\_\_\_\_ If not, state your age for child labor law purposes only \_\_\_\_\_

Are there any days, shifts or hours you will not work? \_\_\_\_\_ If yes, please explain: \_\_\_\_\_

\_\_\_\_\_  
Will you work overtime, if required? \_\_\_\_\_

When will you be able to start work? \_\_\_\_\_

Have you taken any illegal drugs in the last 30 days? \_\_\_\_\_

How did you hear about us? \_\_\_\_\_

If referred, by whom were you referred? \_\_\_\_\_

Have you ever applied or worked here before? Yes  No  If yes, provide dates: \_\_\_\_\_

Are you legally authorized to work in the United States?" Yes  No

Will you now or in the future require sponsorship for employment visa status (e.g., H-1B visa status)? Yes  No

**DRIVING RECORD:** (Answer only if driving is a requirement of the job for which you are applying.)

Do you have a valid driver's license? Yes  No  State: \_\_\_\_\_ License Number: \_\_\_\_\_

Have you had any tickets? Yes  No  If yes, please explain: \_\_\_\_\_

Do you have any DUI or DWI convictions? Yes  No  If yes, please state when you were convicted and explain: \_\_\_\_\_

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**RESIDENCES:** (Please provide your addresses of residence for the past seven years beginning with the most recent address. If you need more space, please use the Additional Comments page.)

Street Address	City, State & Zip Code	From	To
Street Address	City, State & Zip Code	From	To
Street Address	City, State & Zip Code	From	To
Street Address	City, State & Zip Code	From	To

**EDUCATION:** (May or may not be considered, depending on job sought.)

Describe any educational degrees, skills, training or experience you believe are relevant to the job you are seeking:

Name, City & State of Educational Institution	Graduated	If no degree, Credits earned	Type of Degree Received or Expected	Major	Minor	Grade Point
	Yes/No					Overall GPA
High School						
College or University						
Technical / GED / Other						

Licenses / Certifications / Other						
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**EMPLOYMENT HISTORY:** (Please complete for all full-time or part-time employment beginning with most recent employer.)

Company	Telephone #		
Address	Dates Employed	From	To
Name of Supervisor	May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>		
State job titles and describe job duties	Reason for leaving		
Company	Telephone #		
Address	Dates Employed	From	To
Name of Supervisor	May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>		
State job titles and describe job duties	Reason for leaving		
Company	Telephone #		
Address	Dates Employed	From	To
Name of Supervisor	May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>		
State job titles and describe job duties	Reason for leaving		

Company	Telephone #	
Address	Dates Employed	From To
Name of Supervisor	May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>	
State job titles and describe job duties	Reason for leaving	

Please explain any gaps in your employment history. \_\_\_\_\_

Have you ever been discharged or forced to resign? \_\_\_\_\_

If yes, please explain: \_\_\_\_\_

Did you receive any discipline in the last 12 months of active employment? \_\_\_\_\_

If yes, what was the range of scores used and what was your score? \_\_\_\_\_

Have you signed any non-compete or non-solicit agreement with any other employer that might restrict you from working for this company? \_\_\_\_\_

If so, please explain: \_\_\_\_\_

(You may be required to furnish a copy of the agreement.)

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**MILITARY:** (Complete only if you served in the military.)

Branch of Service: \_\_\_\_\_ Number of Years/Months of Service: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_ Date of Discharge: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Describe any military skills, training or experience you believe are relevant to the job sought: \_\_\_\_\_

**APPLICANT'S ACKNOWLEDGEMENT**

I certify that the answers given herein are true and complete to the best of my knowledge. I understand that any misrepresentations, omissions of facts or incomplete answers in any application document will disqualify me from further consideration for employment. I further understand that, if employed, any misrepresentations or omissions of facts in any application document will be cause for my dismissal at any time without prior notice.

I understand that, if employed, my employment is not for a specific term and may be terminated by me or my Employer with or without notice or cause at any time. I further understand that no oral promise, Employer policy, custom, business practice or other procedure (including the Personnel Handbook or any personnel manuals) constitute and employment contract or modification of the at-will employment relationship between me and the Employer.

I understand that applicants for certain positions may be required to qualify for employment based on additional employment criteria. For example, I may be required to take job-related tests; take a driver's examination; submit to a background investigation; take a pre-employment drug test. If I am offered employment or start work before any required test is completed, my employment is contingent on a satisfactory result on all required tests.

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

**Additional Comments**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

PLEASE READ CAREFULLY

**Applicant Authorization and Consent for Release of Information**

In consideration for employment or a volunteer position within *Spring Village at Danbury*, on our behalf, **Employers Reference Source** may make inquiries, including but not limited to, your consumer credit history, education, professional licensing, criminal history, driving history, your personal character, abilities, work habits, mode of living, residency, immigration status, general reputation, performance, experience and other qualities pertinent to your qualifications for employment or a volunteer position, including reasons for termination from past employment.

In compliance with the **Americans With Disabilities Act**, only after a contingent offer of employment or a volunteer position is offered, will your worker's compensation history be investigated for the purpose of making certain that you are not hired for, asked to take a position or assigned to a job function that could aggravate a previous injury.

In compliance with the **Fair Credit Reporting Act**, you are entitled to be informed if an offer of employment or a volunteer position is withheld because of information obtained from **Employer's Reference Source** and, in that event, we will provide a copy of the report we receive and the FTC notice, *A Summary of Your Rights Under the Fair Credit Reporting Act*.

Please complete and sign the form which follows, authorizing, without reservation, any party, including but not limited to, employers, law enforcement agencies, state agencies, institutions, and private information bureaus or repositories, contacted by **Employers Reference Source** to furnish any or all of the above listed information. Your authorization released **Employer's Reference Source** from any and all liability for damages arising from the investigation and disclosure of the requested information. Further, it releases and discharges all liability from all companies, agencies, officials, officers employees and other persons, who, in good faith, provide to **Employer's Reference Source** the above-mentioned information as requested, in order to successfully complete a background investigation.

For your records, a copy of this completed notice that a consumer report may be obtained for employment purposes or a volunteer position will be provided. Please retain it for your records.

**Your signature allows a photocopy or fax copy of this authorization to be as valid as the original.**

Print full name: \_\_\_\_\_

Have you used any other name? Yes  No  If yes, what name did you use? \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Social Security #: \_\_\_\_\_ \*Date of Birth: \_\_\_\_\_

Driver's License #: \_\_\_\_\_ State issued: \_\_\_\_\_

High School: \_\_\_\_\_ Year of Graduation: \_\_\_\_\_

College: \_\_\_\_\_ Year of Graduation: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Witness Signature: \_\_\_\_\_  
Human Resource Representative

\*Date of birth is being requested only for purposes of identification in obtaining accurate retrieval of records and it will not be used for discriminatory purposes.