

NAME: \_\_\_\_\_

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

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



# GREENWOOD VILLAGE SOUTH

Greenwood Village  
295 Village Lane  
Greenwood, IN 46143  
317-881-2591

Village Manor  
271 Village Lane  
Greenwood, IN 46143  
317-888-3545

Village Pavilion  
183 South Smock Drive  
Greenwood, IN 46143  
317-859-4444

Village Towers  
278 Village Lane  
Greenwood, IN 46143  
317-888-7231

GENERAL INFORMATION

NAME: \_\_\_\_\_  
Last First Middle

PRESENT ADDRESS: \_\_\_\_\_  
Street Apt. # City State Zip Code

PHONE NUMBER: \_\_\_\_\_ SOCIAL SECURITY #: \_\_\_\_\_  
(If you do not have a telephone, give us the name and telephone number of someone who can reach you.)

MESSAGE PHONE: \_\_\_\_\_

Have you ever been convicted of a felony or misdemeanor other than a traffic violation? This includes any crimes committed against a dependent population. Yes \_\_\_\_\_ No \_\_\_\_\_

**\*Conviction will not necessarily disqualify you from employment.**

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

Are you of legal age for employment? (18 years or older) Yes \_\_\_\_\_ No \_\_\_\_\_

If not, do you have a work permit? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you the legal right to work in the U.S.? Yes \_\_\_\_\_ No \_\_\_\_\_

**All persons, upon hiring, must provide valid authorization to work in the U.S.**

Have you been informed of, understand, and have the ability to perform the essential functions of the job with or without accommodation? Yes \_\_\_\_\_ No \_\_\_\_\_

**Any applicant with a disability who needs reasonable accommodation in any step of the hiring process to assist him/her to demonstrate his/her qualifications to perform the essential functions of the job for which the applicant is applying should inform the Human Resource Director.**

JOB INTEREST

In case of emergency, notify: \_\_\_\_\_ Phone: \_\_\_\_\_ (home) \_\_\_\_\_ (work)

Position applied for: \_\_\_\_\_ Salary desired: \_\_\_\_\_

Second choice: \_\_\_\_\_

How did you learn of this job opening? \_\_\_\_\_

Do you have relatives employed by this facility? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, give name, relationship to you and department in which they are employed.  
 \_\_\_\_\_

Are you applying for: Full time \_\_\_\_\_ Part time \_\_\_\_\_ On call \_\_\_\_\_ Summer \_\_\_\_\_

Date you are available for work: \_\_\_\_\_

Have you ever been employed by Greenwood Village South? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever applied to this facility before? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, give names under which you applied: \_\_\_\_\_

Would you consider working any shift? Yes \_\_\_\_\_ No \_\_\_\_\_ Shift preference: 1<sup>st</sup> \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ 3<sup>rd</sup> \_\_\_\_\_

Are you available to work any day of the week? Yes \_\_\_\_\_ No \_\_\_\_\_

If no, which days are you available? Sun. \_\_\_ Mon. \_\_\_ Tues. \_\_\_ Wed. \_\_\_ Thurs. \_\_\_ Fri. \_\_\_ Sat. \_\_\_

**EDUCATION**

Grade School/High School \_\_\_\_\_ Graduate ~ Yes \_\_\_\_\_ No \_\_\_\_\_

Circle highest grades completed: 1 2 3 4 5 6 7 8 9 10 11 12

College of Graduate School \_\_\_\_\_ Graduate ~ Yes \_\_\_\_\_ No \_\_\_\_\_

Circle highest grade completed: 1 2 3 4 5 6

Trade, Business or Correspondence School \_\_\_\_\_

Professional licenses/certifications:

Type: \_\_\_\_\_ State Issued: \_\_\_\_\_ Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

List any skill or ability you feel would help you qualify for the job applied for: \_\_\_\_\_

**PREVIOUS EXPERIENCE**

EMPLOYER: \_\_\_\_\_ SUPERVISOR: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_ WAGE: \_\_\_\_\_

DATES EMPLOYED: FROM: \_\_\_\_\_ TO: \_\_\_\_\_ POSITION: \_\_\_\_\_

DUTIES: \_\_\_\_\_

REASON FOR LEAVING: \_\_\_\_\_

EMPLOYER: \_\_\_\_\_ SUPERVISOR: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_ WAGE: \_\_\_\_\_

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DATES EMPLOYED: FROM: \_\_\_\_\_ TO: \_\_\_\_\_ POSITION: \_\_\_\_\_

DUTIES: \_\_\_\_\_

REASON FOR LEAVING: \_\_\_\_\_

<b>MILITARY SERVICE</b>	Are you now or have you been in the U.S. Armed Forces? Yes _____ No _____
	If yes, give branch and highest rank achieved: _____
	Are you presently in the National Guard or Reserves? Yes _____ No _____
	Date of Discharge: _____

<b>REFERENCES</b>	List at least three references over the age of 18 who are not relatives or employers:																				
	<table border="0"> <thead> <tr> <th style="text-align: left;">Name &amp; Relationship</th> <th style="text-align: left;">Phone Number</th> <th style="text-align: left;">Title</th> <th style="text-align: left;">Business</th> <th style="text-align: left;">Years Acquainted</th> </tr> </thead> <tbody> <tr> <td>1. _____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>2. _____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>3. _____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> </tbody> </table>	Name & Relationship	Phone Number	Title	Business	Years Acquainted	1. _____	_____	_____	_____	_____	2. _____	_____	_____	_____	_____	3. _____	_____	_____	_____	_____
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<b>PRE-EMPLOYMENT STATEMENT (Read Carefully)</b>	<p>I certify that all information supplied in this application, and any attached resume, is true and correct. I understand that because Greenwood Village South ("the Company") will rely on this information in making its employment decision, any false or misleading information furnished by me regarding this application will result in the rejection of this application or termination if employed by the Company.</p> <p>In consideration of my employment, I agree to conform to the rules and regulations of the Company, and further agree that my employment and compensation are at the will of the Company and can be terminated with or without cause, and with or without notice, at any time at the option of either the Company or myself. I understand and agree that these terms can only be modified by the Executive Director of the Company in writing, provided that such writing specifically acknowledges that it is a modification of this agreement. No supervisor, representative, agent, or employee of the Company has now or has had in the past any authority to enter into any agreement for employment for a specified period of time, or to make any agreement which is contrary to or a modification of the above terms, nor can any policies of the Company either written or oral, modify the above terms.</p> <p>I understand that a drug test and a negative result therefrom and a medical examination are required as conditions of employment.</p> <p style="text-align: center;"><b>RELEASE (Read Carefully)</b></p> <p>I hereby authorize all educational institutions which I have attended, all branches of the U.S. Military service in which I have served, all of my former employers, all credit bureaus, all court systems and all of their representatives to furnish to Greenwood Village South or its representatives any and all information concerning my education, military service, former employment, credit history and/or criminal convictions. In addition, I hereby agree to hold harmless and to release all of said institutions, services, employers, bureaus, courts and representatives from any and all claims that I may have, or which may arise, against any and/or all of them, including Greenwood Village South and representatives as a result of their furnishing information to the Company.</p> <p>Signature: _____ Date: _____</p>
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# GREENWOOD VILLAGE SOUTH

*A Continuing Care Retirement Community*

## GREENWOOD VILLAGE SOUTH DRUG-FREE WORK PLACE PRE-EMPLOYMENT AUTHORIZATION TO TEST

I do hereby give my consent to submit to a drug test as a condition of employment at the collection and testing facility designated by Greenwood Village South. Furthermore, I agree to hold harmless Greenwood Village South, Life Care Services Corporation, its officers and employees from any liability associated with my pre-employment drug testing.

I understand that if my test indicates a positive result, that I may have my urine/blood sample tested again, at my own expense, according to the policies and procedures established by Greenwood Village South, the collection facility, and the laboratory chosen by Greenwood Village South and in accordance with Indiana law.

If hired as an employee by Greenwood Village South, I understand that if my performance indicates it is necessary, I will submit to a drug test. I also understand that failure to comply with a drug testing request or a positive result may be grounds for termination of employment.

Name: (Please Print) \_\_\_\_\_

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

Witness: \_\_\_\_\_

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