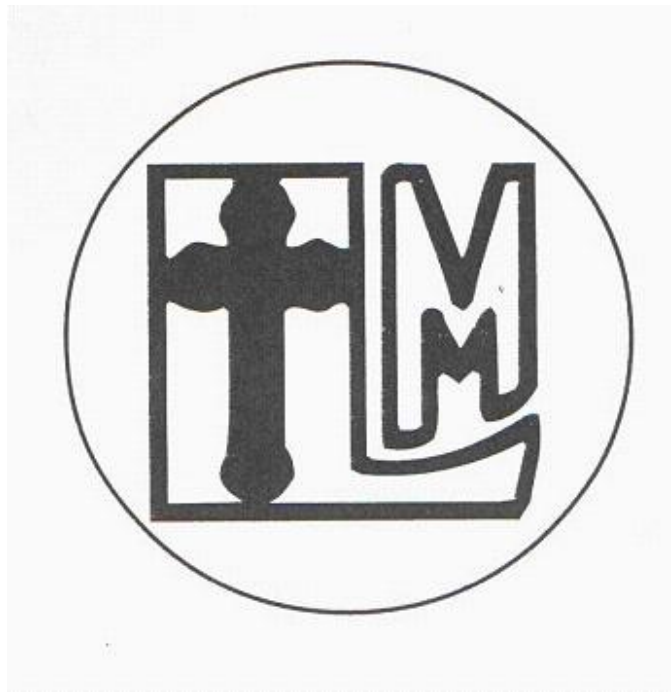


APPLICATION FOR EMPLOYMENT



Luther Manor Retirement Community
3131 Hillcrest Rd
Dubuque, Iowa 52001
(563) 588-1413

Name _____

Position _____

Date _____

Luther Manor Application for Employment

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital status or veteran status, the presence of a non-job related medical condition or handicap, or any other legally protected status.

Personal Information	
Name (First, Middle, Last)	Any previous names? Please identify all other names including maiden name.
Home Phone Number	Contact Phone Number
Street Address	City, State, Zip Code
Position Applied For	Salary Desired
Social Security Number	
How were you referred to us?	Relatives or friends employed with us? Yes <input type="checkbox"/> No <input type="checkbox"/>
Name: _____ Relationship: _____	
Have you ever been employed by Luther Manor? <input type="checkbox"/> Yes <input type="checkbox"/> No Have you ever filed an application with us before? <input type="checkbox"/> Yes <input type="checkbox"/> No Are you under the age of 18? <input type="checkbox"/> Yes <input type="checkbox"/> No If "yes", can you, after employment, show proof of age? <input type="checkbox"/> Yes <input type="checkbox"/> No Can you, after employment, submit certification of your legal right to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No Have you ever been convicted of a felony, a crime involving dishonesty, or a crime involving violence to another person? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes please describe. Including dates charged penalties, and current disposition. Note: Convictions are not an automatic disqualification for employment.</i> _____ _____ _____	

Availability													
Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
From	To	From	To	From	To	From	To	From	To	From	To	From	To
Do you have reliable transportation to get to work? <input type="checkbox"/> Yes <input type="checkbox"/> No							Would you be willing to work at another location? <input type="checkbox"/> Yes <input type="checkbox"/> No						
Do you have a valid driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No State _____							Driver's License Number _____						
If hired when could you start work?							How many hours would you like to work each week?						
Are you able to work weekends? <input type="checkbox"/> Yes <input type="checkbox"/> No							Are you able to work holidays? <input type="checkbox"/> Yes <input type="checkbox"/> No						

Education											
School	Name and Address of School				Course of Study	Check last year Completed				Did you graduate	List Diploma or Degree
High School						1	2	3	4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
College						1	2	3	4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
College						1	2	3	4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
OTHER Business College or Special Courses or Job-related clubs you were involved in, except those that indicate race, religion, color, national origin, ancestry, sex or age. (Include Special Military Training, Post Graduate etc.)											

Previous Experience

Job Title	Start Date	End Date	Supervisor	Salary
Employer			Phone	
Address		City	State	Zip Code
Duties				
Reason for Leaving				
May we contact your current employer? <input type="checkbox"/> Yes <input type="checkbox"/> No				

Job Title	Start Date	End Date	Supervisor	Salary
Employer			Phone	
Address		City	State	Zip Code
Duties				
Reason for Leaving				

Job Title	Start Date	End Date	Supervisor	Salary
Employer			Phone	
Address		City	State	Zip Code
Duties				
Reason for Leaving				

Job Title	Start Date	End Date	Supervisor	Salary
Employer			Phone	
Address		City	State	Zip Code
Duties				
Reason for Leaving				

Please Explain Any Gaps in Employment Longer than two (2) months

References**List at least three (3) references who are not relatives**

Name & Relationship	Title	Company & Address	Phone Number

Applicant's Statements

READ THE FOLLOWING STATEMENTS CAREFULLY BEFORE SIGNING THIS APPLICATION. ONLY APPLICATIONS THAT ARE SIGNED AND DATED ARE CONSIDERED VALID.

1. The information I am presenting in this application is complete, true and correct to the best of my knowledge. I understand that any falsification, misrepresentation, or omissions could result in the denial of my application, withdrawal of any offer of employment or immediate discharge.
2. I understand that in connection with the application process, Luther Manor and it's representatives may contact my former employers, educational institutions, references, and other relevant third parties to obtain other information related to the information given by me in this application. I also understand that Luther Manor may provide such information to any affiliates and to other third parties. I hereby request, release, and consent to the release and disclosure of such information. I further release and hold harmless Luther Manor affiliates, their officers, employees, and agents, and other parties inquiring about, investigation, furnishing, communicating, reviewing, or, evaluating such information from any and all potential claims, demands, damages, liabilities, and/or actions of any kind arising from such activities, whether known or unknown to me presently, that I may have now or in the future.
3. If employed, I agree to conform to the rules and regulations of Luther Manor and understand that I will be an employee at-will, and my employment may be terminated at any time by me or Luther Manor, with or without notice, for any reason. I understand that no one has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, except for a written agreement signed by an administrative representative of this facility.

Applicant's Signature	Date
Applicant Name (Print)	Position Applying For