

# EMPLOYMENT APPLICATION

|   |   |   |  |
|---|---|---|--|
| Today's Date  | Name (Last, First, Middle Initial):                         |   |  |
| Street Address:   | E-mail:   |   |  |
| City, State & Zip:  | Cell Number:<br>Home Phone Number:                          |   |  |
| Position Applying for:  | Salary Desired:   |   |  |
| Are you eligible to work in the United States?  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No | When would you be available to start working?   |  |
| Are you 18 years of age or older?   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No | Do you have a valid drivers license?<br><input type="checkbox"/> Yes <input type="checkbox"/> No State Issued _____ |  |
| If <b>NO</b> , what is your current age? _____  | <input type="checkbox"/> No                                 |   |  |
| Have you ever been employed by Scenic Living Communities?   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No | If YES, what was your job title & department?   |  |
| Are you related to any employees at Scenic Living Communities?  | <input type="checkbox"/> Yes<br><input type="checkbox"/> No | If YES, their name & their relationship to you:   |  |
| List any other names previously used:   |   |   |  |
| Are you applying for? <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> PRN<br>Shift preference, check all that apply <input type="checkbox"/> Days <input type="checkbox"/> Evenings <input type="checkbox"/> Nights <input type="checkbox"/> Weekends<br>If required, will you work? <input type="checkbox"/> Saturdays <input type="checkbox"/> Sundays <input type="checkbox"/> Holidays |   |   |  |

## EDUCATION

| Name of School                    | Address | Circle Last Year Completed | Did You Graduate? | List Diploma/Degree obtained |
|-----------------------------------|---------|----------------------------|-------------------|------------------------------|
| High School:                      |         | 9 10 11 12                 |                   |                              |
| College:                          |         | 1 2 3 4<br>5 6 7 8         |                   |                              |
| Other School:                     |         |                            |                   |                              |
| Other special training or skills: |         |                            |                   |                              |

**Work Experience:** Please detail your entire work history. Begin with your current or most recent employer. Attach additional sheets if necessary. Omission of prior employment may be considered falsification of information. Please explain any gaps in employment. Include full-time military or volunteer commitments. Please do not complete this information with the notation "See Resume."

**Please Note: Scenic Living Communities reserves the right to contact all current and former employers for reference information.**

|  |   |                         |
|--|---|-------------------------|
| Dates Employed (current or most recent Employer)   | <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time | Title or Position held: |
| From: _____ To: _____  |   |                         |
| Name of Employer:  |   | Starting Wage:          |
| Address:   |   | Ending Wage:            |
| Phone Number:  |   | Reason for leaving:     |
| When may we contact this employer? <input type="checkbox"/> Now <input type="checkbox"/> After offer of employment |   | Supervisor's Name:      |
|  |   |                         |
| Dates Employed (previous employer)   | <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time | Title or Position held: |
| From: _____ To: _____  |   |                         |
| Name of Employer:  |   | Starting Wage:          |
| Address:   |   | Ending Wage:            |
| Phone Number:  |   | Reason for leaving:     |
| When may we contact this employer? <input type="checkbox"/> Now <input type="checkbox"/> After offer of employment |   | Supervisor's Name:      |
|  |   |                         |
| Dates Employed (previous employer)   | <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time | Title or Position held: |
| From: _____ To: _____  |   |                         |
| Name of Employer:  |   | Starting Wage:          |
| Address:   |   | Ending Wage:            |
| Phone Number:  |   | Reason for leaving:     |
| When may we contact this employer? <input type="checkbox"/> Now <input type="checkbox"/> After offer of employment |   | Supervisor's Name:      |
|  |   |                         |
| Dates Employed (previous employer)   | <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time | Title or Position held: |
| From: _____ To: _____  |   |                         |
| Name of Employer:  |   | Starting Wage:          |
| Address:   |   | Ending Wage:            |
| Phone Number:  |   | Reason for leaving:     |
| When may we contact this employer? <input type="checkbox"/> Now <input type="checkbox"/> After offer of employment |   | Supervisor's Name:      |
|  |   |                         |

Be the

# Difference

## Application for Employment

Welcome to Scenic Living Communities. We are serious about creating a positive and productive work environment for our staff and providing the highest levels of quality, service and attention for our residents. To be a part of our team, you must:

- Believe that we can always do better if we don't settle that good is good enough
- Believe in honesty and integrity
- Believe that only a happy, positive and professional staff can provide the level of service we demand
- Believe in working together as a team and supporting each other every step of the way
- Believe in providing legendary service—the unique and powerful sort of personal care and attention that our residents and their families tell stories about

If this feels like an environment for you—please complete this application.



Scenic Manor Health Care



Ashbrook Assisted Living



Cedar Ridge Independent



Oak Terrace Townhomes

*At Scenic Living Communities, we strive to exceed the expectations of our residents every hour, every shift, every day. Our employees are critical to our success and a valued member of our team. Through leadership, trust, loyalty, respect, teamwork and commitment, our goal is to provide a positive experience for our residents and a fulfilling work environment for our employees.*

*We are dedicated to integrity and being good citizens within the community in which we live and work.*



### Scenic Living Communities

1409 N. Fremont St., Iowa Falls, IA 50126 ■ 641-648-4671 ■ 888-922-0476

www.sceniclivingcommunities.com

### Professional References (Please do not include friends, family members or clergy)

|      |         |              |
|------|---------|--------------|
| Name | Phone # | Relationship |
| Name | Phone # | Relationship |
| Name | Phone # | Relationship |

|   |                          |
|---|--------------------------|
| Do you have a record of founded child or dependent adult abuse or have you ever been convicted of a crime, in this state or any other state?<br><br><input type="checkbox"/> Yes <input type="checkbox"/> No<br><small>(A criminal conviction is not an absolute bar of employment)</small> | If Yes, please describe: |
|---|--------------------------|

Have you ever been excluded from participation in any state or federal health care programs?  
 Yes  No

Can you perform the essential functions of this job with or without reasonable accommodation?  
(I.e. special equipment, lighting, etc.)  
 Yes  No

### Professional licensed or certified personnel

|  |                    |
|--|--------------------|
| Professional license number _____  | License Type _____ |
| Has your license ever been suspended, revoked or placed on probation? <input type="checkbox"/> Yes <input type="checkbox"/> No | State Issued _____ |

### PLEASE READ CAREFULLY AND SIGN THAT YOU UNDERSTAND AND ACCEPT THIS INFORMATION

I certify and agree that the information on this application and any supporting documentation is accurate and complete. I understand and agree that failure to fully complete the application, or misrepresentation or omission of facts, represents grounds for elimination from consideration for employment, or termination after employment if discovered at a later date. I authorize Scenic Living Communities to investigate, without liability, all statements contained in this application and supporting materials. I authorize references and former employers, without liability, to make full response to any inquiries in connection with this application for employment. If selected, I agree to submit to a physical exam, criminal background check, all federal and state required background checks and screening for illegal substances upon a conditional offer of employment. I understand that this document is NOT an offer of employment, and that an offer of employment, if tendered, does NOT constitute a contract for continued guaranteed employment. I understand that staff employees of Scenic Living Communities serve at-will, and the employment relationship may be terminated at any time by either party, for any reason, other than a reason prohibited by law. I understand that Scenic Living Communities is an Equal Opportunity Employer. All qualified persons are welcome to submit applications for employment. Applicants will be selected solely on qualification, without regard to race, color, creed, religion, national origin, ancestry, age, sex, disability or handicap, sexual orientation, gender identity, political affiliation, pregnancy, marital or veteran status or any other factor protected by law. In case of any questions related to the above statements, contact Section 504 Coordinator.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

QUESTIONS AND/OR COMPLETED APPLICATIONS CAN BE SUBMITTED TO :

- Human Resources—Charlotte Lemke: 641-648-4671 or clemke@slcif.com
- Address: 1409 N Fremont Street, Iowa Falls, IA 50126