

# The Greens of LeRoy

One West Avenue  
LeRoy, NY 14482

Phone: 585-768-2740  
Fax: 585-768-4582

## Employment Application

### Personal Information

|  |       |       |               |                        |                    |
|--|-------|-------|---------------|------------------------|--------------------|
| Last   | First | MI    | SSN# (Last 4) | Today's Date:          |                    |
| Street Address                                 | City  | State | Zip           | Cell Phone             | Best Time to Call: |
| Are you entitled to work in the United States? |       | Y     | N             | Position Applying For: | Home Phone:        |
|  |       |       |               |                        | Best Time to Call: |

If you served in the United States Military, please state if you received any training or experience that would assist you in performing the job for which you applied:

|   |               |                                   |   |  |     |
|---|---------------|-----------------------------------|---|--|-----|
| Have you been convicted of a crime?     |               | Y                                 | N | If yes, please explain:                  |     |
| Referred by:                            | Applying for: | Full Time _____ Part Time _____   |   | Are you at least 18 years of age?        | Y N |
|   |               |                                   |   | Under age 18, do you have a work permit? | Y N |
| What other name have you been known by? |               | How did you hear of the position? |   |  |     |
|   |               | Date Available:                   |   |  |     |

Provide name(s) of family or friends currently employed at The Greens of LeRoy:

Have you submitted an application with our company before? Y N If yes, provide the application date:

Have you ever been employed by our company? Y N If yes, provide employment dates: From To

### Prior Work Experience

|                              | Current or Most Recent                                   | Prior  | Prior  |
|------------------------------|--|--|--|
| Employer                     |  |  |  |
| Address                      |  |  |  |
| Phone                        |  |  |  |
| Name of Immediate Supervisor |  |  |  |
| Position/Job Title           |  |  |  |
| Dates of Employment          | From To  | From To  | From To  |
| Pay                          |  |  |  |
| Reason for Leaving           |  |  |  |
| May We Contact               | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |

### Education

|  | Name/Location | Last Year Complete | Degree | Major or Emphasis |
|--|---------------|--------------------|--------|-------------------|
| High School  |               | 9 10 11 12         |        |                   |
| College/University   |               | 1 2 3 4            |        |                   |
| Trade School   |               |                    |        |                   |
| Other  |               |                    |        |                   |
| List any applicable special skills, training or proficiencies. |               |                    |        |                   |
|  | :             |                    |        |                   |

**Personal References**

|           | Reference 1 | Reference 2 | Reference 3 |
|-----------|-------------|-------------|-------------|
| Name      |             |             |             |
| Address   |             |             |             |
| Telephone |             |             |             |

Have you ever had a non-criminal finding of abuse, neglect or misappropriation of resident funds sustained against you?      Y      N

Is there currently a non-criminal on going investigation of abuse, neglect or misappropriation of resident property that involves you?      Y      N

If so, please describe fully the facts of the investigation:

**APPLICANT'S STATEMENT:**

1. The above information is complete and true to the best of knowledge.
2. If employed by The Greens of LeRoy, I agree to abide by the rules and regulations.
3. Any misrepresentation or omission will also be cause for The Greens of LeRoy refusing to hire me.
4. I hereby authorize all persons, companies and corporations to release and provide any and all information regarding my employment to The Greens of LeRoy and release The Greens of LeRoy from all liabilities for issuing this information.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
APPLICANT'S SIGNATURE

The Greens of LeRoy is an Equal Opportunity Employer and complies fully with Federal and New York State laws prohibiting discrimination in employment because of sex, age, race, color, creed, national origin, religion, marital status, availability for military services, disability, sexual orientation or arrest/conviction record.

The Greens of LeRoy will make reasonable accommodations to known physical or mental limitations of a qualified applicant or employee with a disability unless the accommodations would impose an undue hardship or a significant risk of substantial harm.

**DO NOT WRITE BELOW THIS LINE**

COMPANY USE ONLY

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

Comments:

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