



Capital Manor is a smoke-free workplace & campus.

An Equal Opportunity Employer

For Office Use Only:

Date Received: _____

APPLICATION FOR EMPLOYMENT

This application is active for 90 days.

Capital Manor will make every effort to meet a request for disability accommodation. If you require accommodation to participate in our application process, please contact our office.

INSTRUCTIONS

Using a cell phone or tablet you may need to download Adobe Acrobat to edit document. If filling out on a computer, you may need to download the form onto your desktop to be able to e-sign the document. When complete please email document to Tpotter@capitalmanor.com

Answer each question fully and accurately. If you need additional space, please continue your answer(s) on a separate sheet of paper. No action can be taken on this application until all questions have been answered. PLEASE PRINT OR TYPE

Job Applied For _____ Today's Date _____

Employment status sought: Full-time Part-time Temporary Seasonal

When are you available for employment? _____

Desired Rate of Pay: _____

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 Last Name First Name Middle Initial

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Á Present Street Address City State Zip Code

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Á Telephone Number Email Address

Are you at least 16 years of age? Yes No

Are you at least 18 years of age? Yes No

Have you ever applied here before? Yes No Date ~~ÁÁÁÁÁÁÁÁ~~

Were you ever employed here? Yes No Date ~~ÁÁÁÁÁÁÁÁ~~

Have you ever been charged and convicted of abuse... Yes No

(This information will not necessarily disqualify the applicant from employment)

Are you eligible to work in the United States? Yes No

EDUCATION

Name, Address and Location of School	Did You Graduate?	If Still in School What Grade?
High School: _____ _____		
College or University: _____ College Major: _____ Degree: _____		
Additional Educational and/or Vocational or Technical Training Information:	Type of Courses Taken?	Courses Completed?
School: _____		
School: _____		
School: _____		

LICENSES IF APPLICABLE

Number: _____ Expiration: _____

L Number: _____ Expiration: _____

Number: _____ Expiration: _____

Number: _____ Expiration: _____

ANY ADDITIONAL QUALIFICATIONS

For Driving Jobs Only: Do you have a valid driver's license?Yes No

Driver's License Number _____ State _____

WORK HISTORY

List names of employers in consecutive order with present or last employer listed first. If self-employed, give firm name and supply business references. If you worked in any of the positions under another name, please give name(s). **PLEASE GIVE MONTH AND YEAR.**

Employer	Supervisor	Supervisor Number if known:
Address		Phone
Dates Employed From: To:	Position Held	Reason for Leaving
Duties:		

Employer	Supervisor	Supervisor Number If known:
Address		Phone
Dates Employed From: To:	Position Held	Reason for Leaving
Duties:		

Employer	Supervisor	Supervisor Number If known:
Address		Phone
Dates Employed From: To:	Position Held	Reason for Leaving
Duties:		

Employer	Supervisor	Supervisor Number If known:
Address		Phone
Dates Employed From: To:	Position Held	Reason for Leaving
Duties:		

REFERENCES

Give three references, not relatives or former employers.

<u>Name</u>	<u>Email Address/Phone</u>	<u>Relationship</u>	<u>Occupation</u>
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AFFIDAVIT

I certify that, to the best of my knowledge, the information contained in this application is true and complete. I understand that my employment may be denied or terminated if I provide false, misleading, or incomplete information during the hiring process or my employment.

I understand that, if I am hired, I must produce applicable documents confirming my identity and showing that I am lawfully authorized to work in the United States, in accordance with the Immigration Reform and Control Act of 1986, as amended.

I understand and agree that my prior employers, educational institutions, and other references, listed or not listed on this application may be contacted by Capital Manor. These references are authorized to give Capital Manor any and all pertinent information they may have. I release all persons or entities involved, including Capital Manor, from all liability arising from this contact and provision of information.

I understand and agree that I must complete a pre-employment drug test, and agree to random drug testing while working at Capital Manor.

I authorize Capital Manor to conduct a criminal history check and understand that criminal convictions may be considered by Capital Manor in making hiring decisions.

I agree to conform to all Capital Manor policies, rules, and procedures.

Furthermore, I understand and agree that nothing contained in this employment application, the granting of an interview, or in the offer of employment creates a contract for employment between Capital Manor and myself. If an employment relationship is established, I understand that, unless specifically limited in an express, formally executed contract, I have the right to terminate my employment at any time and for any reason and Capital Manor has the same right.

Please sign using Adobe E-Signature, or print out document and sign. Then email to Tpotter@capitalmanor.com or click the submit button on the following page.

Signature _____ Date _____

Capital Manor

Applicant Authorization for Release of Information

I hereby authorize all my previous employers and personal references to release information to Capital Manor regarding my employment and character. For previous employers, this release of information covers my employment record in general, including information on the following questions.

- Dates of employment
- Positions held
- Quality and quantity of my work
- Attendance habits (excluding workers' compensation, pregnancy and other protected absences)
- Relationships with co-workers and supervisors
- Attitude toward work (cooperative? positive? etc...)
- Reason for leaving
- Eligibility for rehire
- Strong points, weak points
- Whether I had outbursts of temper; threatened or provoked fights with others; demonstrated hostile or violent behavior; have a criminal record or any behaviors that would present security or safety issues for others
- Any other relevant information regarding my performance, skills, abilities and suitability for the employment sought

All former employers who provide such information are released from any liability arising from such disclosures.

Applicant Signature

Date

Print Name

Submit by using button above or by emailing document to Tpotter@capitalmanor.com