

THE NEWBURY COMPANIES

*Newbury Living
3801 Grand Retirement Campus
Melrose Retirement Community*

“A Family of Drug Free Companies”

Application For Employment

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age marital or veteran status, disability, or any other legally protected status.

Last Name: _____ First Name: _____ Middle Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone Number: _____
Social Security Number: _____

Position Applied For: _____

Date of Application: _____

If you are under 18 years of age, can you provide required proof of your eligibility to work?

Yes No If yes, give date _____

Have you ever been employed with us before?

Yes No If yes, give date _____

Are you currently employed?

Yes No

May we contact your present employer?

Yes No

On what date are you available to work? _____

Are you available to work:

Full Time Part Time Shift Work Temporary

Are you currently on “lay-off” status and subject to recall?

Yes No

Can you travel if a job requires it?

Yes No

Have you ever had a deferred judgment, plead guilty, or been convicted of a misdemeanor or felony? (A “yes” answer will not necessarily disqualify an applicant from employment.)

Yes No

If yes, please explain _____

EDUCATION

	Elementary School	High School	Undergraduate College/University	Graduate/ Professional
School Name and Location				
Years Completed	4 5 6 7 8	9 10 11 12	1 2 3 4	1 2 3 4
Diploma/Degree				
Describe Course of Study				
Describe any specialized training, apprenticeship, skills and extra-curricular activities				
Describe any honors you have received				
State any additional information you feel may be helpful to us in considering your application				

List professional, trade, business or civic activities and offices held.

(You may exclude leaderships which would reveal sex, race, religion, national origin, age ancestry, disability or other protected status.)

References

(Give name, address and telephone number of three references who are not related to you and are not previous employers.)

1. _____
2. _____
3. _____

Employment Experiences

Start with your present or last job. Include any job related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disability, or other protected status.

- Employer

- Address

- Telephone Number

- Job Title _____ Supervisor

- Work Performed

- Dates Employed _____ Hourly Rate/Salary

- Reason for Leaving

- Employer

- Address

- Telephone Number

- Job Title _____ Supervisor

- Work Performed

- Dates Employed _____ Hourly Rate/Salary

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- Work Performed

- Dates Employed _____ Hourly Rate/Salary

- Reason for Leaving

(If you need additional space, please continue on a separate sheet of paper.)

Special Skills and Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

Applicant’s Statement

It is understood and agreed that any misrepresentation by me in this application will be sufficient cause for cancellation of this application and/or separation from the employer’s service if I have been employed. Furthermore, I understand that just as I am free to resign at any time, the Employer reserves the right to terminate my employment at any time, with or without cause and without prior notice. I understand that no representative of the Employer has the authority to make any assurances to the contrary.

I give the Employer the right to investigate all references and to secure additional information about me, if job related. I hereby release from liability the Employer and the representatives for seeking such information and all other persons, corporations or organizations for furnishing such information. I authorize you to engage a consumer reporting agency to investigate my credit and personal history. If a report is obtained you must provide, at my request, the name and address of the agency so I may obtain from them the nature and substance of the report.

The Employer is an equal opportunity employer. The Employer does not discriminate in employment and no question on this application is used for the purpose of limiting or excluding any applicant’s consideration for employment on a basis prohibited by local, state or federal law.

This application is current for only ninety (90) days. At the conclusion of this time, if I have not heard from the Employer and still wish to be considered for employment, it will be necessary for me to fill out a new application.

PRE-EMPLOYMENT DRUG SCREENING REQUIRED

Applicants selected for employment will be required to pass a drug test before commencing employment.

SIGNATURE OF APPLICANT

DATE

THE NEWBURY COMPANIES

We are an equal opportunity employer



You may return your completed application by dropping it off or mailing it to 3801 Grand Ave., Des Moines, IA 50312