



The Glenridge on Palmer Ranch  
 7333 Scotland Way  
 Sarasota, FL 34238-8556  
 Fax: 941-552-5309  
 Email: careers@theglenridge.com

Date: \_\_\_\_\_

## Employment Application

Thank you for your interest in applying for a position with The Glenridge on Palmer Ranch. Because of our commitment to offering the highest possible satisfaction to our community members and patients, we are only interested in hiring the most qualified individuals. We want to have a complete understanding of your qualifications, motivations and interests, so that we can make careful and deliberate hiring decisions that will benefit both The Glenridge on Palmer Ranch and our employees. Please answer the following questions honestly, completely and thoughtfully.

We are an Equal Opportunity Employer and do not discriminate on the basis of race, color, religion, sex, national origin, age, marital or veteran status, or disability.

### PERSONAL INFORMATION

Name: \_\_\_\_\_  
Last Name First Name Middle Name

Have you worked under another name? Please identify: \_\_\_\_\_

Current Address: \_\_\_\_\_  
Street City State Zip Code

Primary telephone number: (\_\_\_\_\_) \_\_\_\_\_

Other number where you can be reached: (\_\_\_\_\_) \_\_\_\_\_

### GENERAL INFORMATION

Are you a U.S. citizen or an alien who has legal right to work in the position for which you are applying?  Yes  No

Do you have a reliable means of getting to work?  Yes  No

Are you presently able to perform the essential job-related functions of the position for which you are applying; with or without reasonable accommodation?  Yes  No

Have you ever worked at The Glenridge; or been assigned to The Glenridge through any type of agency?  Yes  No

Names of relatives employed by The Glenridge: \_\_\_\_\_

Position desired: \_\_\_\_\_ Date you can start to work: \_\_\_\_\_

Income expectation: \$ \_\_\_\_\_ per  Hourly  Annually

How did you learn of this position opening? \_\_\_\_\_

Employee Referral: \_\_\_\_\_

#### What is your availability/what schedule do you prefer?

- Full-time  Part-time  PRN//On Call  
 Day  Evening  Night  Holidays

Any days or hours you are **unable** to work? \_\_\_\_\_

## WORK EXPERIENCE

Beginning with your most recent employer describe your employment experiences below. If applicable, please include a 7-year work history. Use additional space on back of page if needed. **"Resume Attached" will not be accepted in lieu of completed application, but can be submitted along with. Incomplete applications will not be considered.**  
***If seeking first employment - please indicate.***

Are you presently employed? Yes No

Present or last employer: \_\_\_\_\_

Dates employed: From: \_\_\_\_\_ To: \_\_\_\_\_ Name & Title of Supervisor: \_\_\_\_\_  
month/year month/year

Address: \_\_\_\_\_

Type of business: \_\_\_\_\_ Phone: \_\_\_\_\_

Starting position: \_\_\_\_\_ Pay: \$ \_\_\_\_\_

Final position: \_\_\_\_\_ Pay: \_\_\_\_\_

Description of your work and responsibilities: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

May we contact your present employer at this time? Yes No

Will you receive a satisfactory reference from this employer? Yes No

Please explain: \_\_\_\_\_

Employer: \_\_\_\_\_

Dates employed: From: \_\_\_\_\_ To: \_\_\_\_\_ Name & Title of Supervisor: \_\_\_\_\_  
month/year month/year

Address: \_\_\_\_\_

Type of business: \_\_\_\_\_ Phone: \_\_\_\_\_

Starting position: \_\_\_\_\_ Pay: \$ \_\_\_\_\_

Final position: \_\_\_\_\_ Pay: \$ \_\_\_\_\_

Description of your work and responsibilities: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

May we contact this employer? Yes No

Will you receive a satisfactory reference from this employer? Yes No

Please explain: \_\_\_\_\_

Employer: \_\_\_\_\_

Dates employed: From: \_\_\_\_\_ To: \_\_\_\_\_ Name & Title of Supervisor: \_\_\_\_\_  
month/year month/year

Address: \_\_\_\_\_

Type of business: \_\_\_\_\_ Phone: \_\_\_\_\_

Starting position: \_\_\_\_\_ Pay: \$ \_\_\_\_\_

Final position: \_\_\_\_\_ Pay: \$ \_\_\_\_\_

Description of your work and responsibilities: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

May we contact this employer? Yes No

Will you receive a satisfactory reference from this employer? Yes No

Please explain: \_\_\_\_\_

**WORK EXPERIENCE (cont.)**

Employer: \_\_\_\_\_

Dates employed: From: \_\_\_\_\_ To: \_\_\_\_\_ Name & Title of Supervisor: \_\_\_\_\_  
month/year month/year

Address: \_\_\_\_\_

Type of business: \_\_\_\_\_ Phone: \_\_\_\_\_

Starting position: \_\_\_\_\_ Pay: \$ \_\_\_\_\_

Final position: \_\_\_\_\_ Pay: \$ \_\_\_\_\_

Description of your work and responsibilities: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

May we contact this employer?  Yes  NoWill you receive a satisfactory reference from this employer?  Yes  No

Please explain: \_\_\_\_\_

Have you ever been discharged or asked to resign by an employer?  Yes  No

If "Yes", please explain: \_\_\_\_\_

**EDUCATION AND TRAINING**

Educational Institute	Name of School	City and State	Major Subjects or Type of Courses	Grade completed or degree obtained	Did you graduate?
High School					
College/University					
Vocational School					

Have you acquired other skills which may be helpful for the position in which you are applying?

**LICENSES or CERTIFICATIONS: CNA, LPN and RN's- you must include your Florida license number.**

If applying for a Driver/Transportation position: Drivers License # is required

TYPE	STATE	NUMBER	EXPIRATION

If in the process of becoming licensed or certified, please explain: \_\_\_\_\_

**PROFESSIONAL or PERSONAL REFERENCES** (exclude relatives)

Years Known	Name (First, Last)	Phone (with area code)	Relation to Applicant

Human Resources Department  
7333 Scotland Way- Office  
Sarasota, FL 34238-8556  
(941) 552-5300 Fax (941) 552-5309

## Employment Verification or Personal Reference

If an offer of employment is extended, we will conduct reference checks to verify previous employment.  
Please complete 1<sup>st</sup> section only with requested information. This page will be faxed or mailed to specified party.

By signing below, I give permission to The Glenridge on Palmer Ranch to conduct reference screens with prior employers and/or personal references.

I give permission for the listed employer/school/acquaintance to release data requested.

Applicant Name (Print): \_\_\_\_\_ Last 4 of SS#: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Reference to be sent/faxed to:

Company Name/Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attention/Contact: \_\_\_\_\_

Telephone Number: (\_\_\_\_\_) \_\_\_\_\_ Fax Number: (\_\_\_\_\_) \_\_\_\_\_

=====

(Applicant please DO NOT WRITE in this section - this page will be faxed/called as you indicate above.)

### EMPLOYMENT or Personal REFERENCE

Name while employed: \_\_\_\_\_

Position/Title held: \_\_\_\_\_  Full-time  Part-time

Dates Employed: \_\_\_\_\_ to \_\_\_\_\_  Resigned  Terminated

Eligible for re-hire?  Yes  No

Comments you would like to share: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Position: \_\_\_\_\_

**FAX COMPLETED REFERENCE TO HR DEPARTMENT (941) 552-5309**

**THANK YOU FOR YOUR TIME, WE APPRECIATE YOUR ASSISTANCE.**



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

Attention/Contact: \_\_\_\_\_

Telephone Number: (\_\_\_\_\_) \_\_\_\_\_ Fax Number: (\_\_\_\_\_) \_\_\_\_\_

=====

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Eligible for re-hire?  Yes  No

Comments you would like to share: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Position: \_\_\_\_\_

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# AGREEMENT, AUTHORIZATION, CONSENT AND RELEASE FOR BACKGROUND INFORMATION

## PLEASE READ THE FOLLOWING PARAGRAPHS CAREFULLY

By signing below, I certify that I have read, understand and agree to each of the following statements: (Print the following information)

I, \_\_\_\_\_ understand that in conjunction with my  
FIRST NAME MIDDLE NAME LAST NAME DATE

application for employment, work to be performed under contract, promotion, reassignment, and/or retention, The Glenridge on Palmer Ranch may use the services of outside agencies or any public records and/or local, state or federal law enforcement agencies; to research and verify the information I have provided on my application for employment including my personal background, character, professional standing, work history and qualifications.

All of the information I have supplied on this application is true, accurate and complete, to the best of my knowledge, and I have not knowingly withheld any information which, if known to The Glenridge on Palmer Ranch, might affect my application unfavorably. If I am hired by The Glenridge on Palmer Ranch, and if The Glenridge on Palmer Ranch discovers at any time during my employment that any of the statements or answers on this application are false, misleading, or incomplete, I may be disqualified as an applicant or dismissed immediately from my position. This employment application will be considered active for six months from the date below. If I want to be reconsidered for a position with The Glenridge on Palmer Ranch after this period of time I must fill out another application.

I understand that if extended an offer, my employment will be contingent upon the results of a complete background investigation (Level 2 Federal Criminal History) on me, including but not limited to, obtaining consumer and other related reports. Furthermore, I authorize The Glenridge on Palmer Ranch to conduct a thorough background investigation regarding the information contained in my employment application, which The Glenridge on Palmer Ranch thinks is necessary to determine my qualifications for assuming a position with The Glenridge on Palmer Ranch. I also unconditionally release all named and unnamed sources from any and all liability which might result from furnishing any information about me.

I understand The Glenridge on Palmer Ranch is a Drug Free workplace. I further understand and agree that if extended an offer, my employment will be contingent upon results of a complete drug screen, and that I may be required to take additional drug tests during the term of my employment with The Glenridge on Palmer Ranch.

I also understand I may have to submit to assessment screenings, which will help determine my eligibility as an applicant; this includes but not limited to competency and personality screenings. These screenings are job related and used as an aid by The Glenridge on Palmer Ranch to evaluate the extent to which applicants possess the attributes and competencies needed for success in a position. The results of these screenings may be used as a deciding factor to extend employment in conjunction with other hiring criteria.

In consideration of my employment with The Glenridge on Palmer Ranch, I agree to abide by all The Glenridge on Palmer Ranch's policies and procedures. I understand that nothing in this employment application creates a contract of employment between me and The Glenridge on Palmer Ranch. If I am hired by The Glenridge on Palmer Ranch, my employment and compensation are "at-will," which means that my employment can be terminated, either by The Glenridge on Palmer Ranch or me, with or without cause, and with or without notice. I understand that no manager or supervisor has the authority to make any employment agreement with me, either orally or in writing, that is not an at-will agreement. Only the Executive Director of The Glenridge on Palmer Ranch has the authority to enter into an employment agreement for any specified period of time, if true, any agreements must be in writing.

### CRIMINAL HISTORY

Have you ever been CONVICTED, plead NOLO CONTENDERE or no contest, or had ADJUDICATION OF GUILT WITHHELD for a crime, excluding minor traffic violations?  Yes  No

Have you ever been a defendant in a civil action for an intentional tort (e.g., assault, battery, false imprisonment, etc.)?  Yes  No

If you have answered yes to either of these two questions, please provide details regarding the type of crime and/or nature of the tort, the date of disposition, the court where the proceeding was filed, the penalty or penalties imposed, and the final disposition of the legal proceeding.

If you have answered yes to either of the last questions, the answer(s) will not automatically prevent you from obtaining employment with The Glenridge on Palmer Ranch. Your response will be considered by The Glenridge on Palmer Ranch with other hiring criteria including the Level 2 Background Screening.

DETAIL: \_\_\_\_\_