

**Applicant:**

**Please complete and sign ALL forms attached to the “APPLICATION FOR EMPLOYMENT” document. We must have all forms signed before we can consider your application for a position at the New Jersey Eastern Star Home.**

**Thank you.**

# New Jersey Eastern Star Home, Inc.

## Application for Employment (Please Print)

### I. Personal Information:

|   |            |      |
|---|------------|------|
| Name:   | Phone No.: |      |
| Address:  |            |      |
| City:   | State:     | Zip: |
| U.S. Citizen: Yes__ No__ If not U.S. Citizen do you have a permit to work in the U.S.? Yes__ No__ |            |      |
| If under 18 years of age, do you have a work permit? Yes__ No__                                   |            |      |

### II. Employment Information:

|   |
|---|
| Position Applying for:  |
| Second Choice:  |
| Do you require any accommodations to perform the essential functions of the position you are applying for?<br>Yes__ No__ If yes, describe _____ |
| Are you available to work FT__ PT__ Per diem__<br>Shift Preference: Day__ Evening__ Night__   |
| Have you ever applied or worked for this company before? Yes__ No__ If yes, when _____<br>Supervisor _____ Reason for leaving _____             |
| Do you know or are you related to anyone working here? Yes__ No__<br>If yes, Who _____ Relationship _____                                       |

### III. Education:

| Grade School (Name & Address)   | High School (Name & Address) | College/Other (Name & Address) |
|---|------------------------------|--------------------------------|
|   |                              |                                |
|   |                              |                                |
| Type of Certifications/Licenses _____   |                              |                                |
| Where obtained: _____   |                              |                                |
| Vocational, Trade, Other Training, Volunteer or Community Service related to position for which you are applying: _____ |                              |                                |

\*Applications will remain on file for six months. Should you wish to be considered for employment after that time please re-apply.

**IV. References: DO NOT INCLUDE RELATIVES/FRIENDS**

List three Professional References who know you well.

| NAME | ADDRESS | PHONE No. | PROFESSIONAL CONTACT |
|------|---------|-----------|----------------------|
|      |         |           |                      |
|      |         |           |                      |
|      |         |           |                      |

**V. Employment Record:**

List below all present and past employment, beginning with your most recent position. Include any service in the U.S. Armed Forces. **May we contact your current employer? Yes \_\_\_ No \_\_\_**

| Date Employed          | Position Title & Duties | Name & Address of Employer | Phone Number | Reason for Leaving |
|------------------------|-------------------------|----------------------------|--------------|--------------------|
| From _____<br>To _____ |                         |                            |              |                    |
| From _____<br>To _____ |                         |                            |              |                    |
| From _____<br>To _____ |                         |                            |              |                    |
| From _____<br>To _____ |                         |                            |              |                    |

**VI. Emergency: Person to contact in an emergency.**

|             |               |
|-------------|---------------|
| Name:       | Relationship: |
| Address:    |               |
| Home Phone: | Work Phone:   |

**EMPLOYMENT UNDERSTANDING:**

New Jersey Eastern Star Home, Inc. is an equal opportunity employer. This facility does not discriminate in hiring or any other employment decision on the basis of race, color, national origin, handicap/disability unrelated to ability to perform the work required, sex, age, creed, ancestry, religious principles, marital status, nationality, affectional or sexual orientation, sex or atypical hereditary cellular or blood trait, or because of service in the Armed Forces of the U.S., in compliance with C.F.R. Parts 80, 84 and 91 and N.J.S.A. Title 10. No questions on this application are intended to secure information to be used for unlawful discrimination.

I voluntarily give the institution the right to make a thorough investigation of my past employment and activities, agree to cooperate in such investigation and release from all liability or responsibility all persons, companies or corporations supplying or receiving such information. I understand that any job offer I receive is contingent upon satisfactory completion of a physical examination. I consent to take the physical examination, and such future physical examinations as may be required by this institution at such times and places as the institution shall designate.

I understand that if I am hired, nothing contained in this application or anything else I receive or am told, would create an employment contract or anything other than an employment at will situation. I also understand that false or misleading information given in this application or interview (s) may result in disciplinary action up to and including discharge.

If employed, I will be required to complete an Employment Verification Form (I-9), and within three (3) days show satisfactory evidence of identity and eligibility for employment.

Applicant's Signature

Date

\_\_\_\_\_

\_\_\_\_\_

**New Jersey Eastern Star Home, Inc.**

**Authorization and Consent to Conduct  
Pre-Employment Background Investigation/Abuse Inquiry/  
License/Certification Verification**

This form must be complete, signed, dated and returned with your application of employment. Upon an offer of employment, satisfactory results of a criminal background investigation and/or abuse inquiry and valid license/certification verification, appropriate to the position applied for, must be obtained.

My signature below, indicates my consent and authorization to conduct a criminal background investigation and/or abuse inquiry, as a *precondition of employment*, by the New Jersey Eastern Star Home. I will also present valid documentation of licensure and certifications required for the position I have applied for. I hereby consent to have the results of such investigations(s) reported to the appropriate personnel at the New Jersey Eastern Star Home.

According to New Jersey Eastern Star Home policy, any applicant offered employment who refuses to consent to a criminal background investigation and/or abuse inquiry, or who cannot present a valid license or certification, shall be disqualified from employment.

**PLEASE PRINT**

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

MAIDEN NAME OR OTHER ALIAS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

SOCIAL SECURITY NUMBER: \_\_\_\_\_

DRIVER'S LICENSE NUMBER: \_\_\_\_\_

SIGNATURE OF APPLICANT: \_\_\_\_\_

SIGNATURE OF PARENT OR GUARDIAN IF APPLICANT IS UNDER 18 YEARS

OF AGE: \_\_\_\_\_

TODAY'S DATE: \_\_\_\_\_

**THIS FORM WILL BE DESTROYED IF AN OFFER OF EMPLOYMENT IS NOT MADE.**

**New Jersey Eastern Star Home, Inc.**

**Reference Release**

DATE:

I have applied for employment with the New Jersey Eastern Star Home, Inc. and have listed you as a reference.

Please provide answers to the questions on the attached form and return that form to the New Jersey Eastern Star Home, Inc. in the enclosed envelope.

By this authorization, I hereby release you from any liability or action based upon the content of your answers.

While employed by you I worked under the name of \_\_\_\_\_.

Sincerely,

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