

**FAIR HAVEN of FOREST CITY
APPLICATION FOR EMPLOYMENT**

Date of Application: _____

**Fair Haven requires pre-employment drug screenings and criminal background checks.
Fair Haven is a no smoking facility.
Employees are not allowed to smoke on premises.**

Personal Information

Name: _____ Social Security #: _____

Address: _____ Phone #: _____

_____ Are you 18 years of age or older? _____

Are you known by any other names? Please List: _____

Employment Desired

Position applying for: _____ Shift(s): _____

Are you employed now? _____ May we inquire of your present employer? _____

Have you ever worked at Fair Haven? _____ Dates: _____

Education

	School Name	Location	Last Year Completed	Did You Graduate?
High School			1 2 3 4	
College			1 2 3 4	
Other			1 2 3 4	

General

Job Related Skills: _____

Nurse or CNA License #: _____ Expiration Date: _____

Fair Haven is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, color, age, sex, religion, disability or national origin. Consistent with the Americans with Disabilities Act, applicants may request accommodations needed to participate in the application process.

Employment Information

List your last four employers below. Start with the last job first.

Dates	Name of Employer	Address	Phone #	Supervisor	Salary	Position	Reason for Leaving
From:							
To:							
From:							
To:							
From:							
To:							
From:							
To:							

References

List three persons, not related to you, whom you have known at least one year.

	Name	Relation	Phone	Years Acquainted
1.				
2.				
3.				

Residential History

List your places of residence for the past 5 years.

	Address	City, ST Zip
1.		
2.		
3.		
4.		

Authorization (please read and initial each line)

_____ I certify that the facts contained in this application (and accompanying resume if any) are true and complete to the best of my knowledge. I understand that any false statement, omission, or misrepresentation on this application is sufficient cause for refusal to hire, or dismissal if I have been employed, no matter when discovered by the company.

_____ I understand that any employment is conditional on a background check. I authorize the company to thoroughly investigate all statements contained in my application or resume, and I authorize my former employers and references to disclose information regarding my former employment, character and general reputation to the company, without giving me prior notice of such disclosure.

_____ I understand and agree that nothing contained in this application, or conveyed during any interview, is intended to create an employment contract. I further understand and agree that if I am hired, my employment will be “at will” and without fixed term, and may be terminated at any time, with or without cause and without prior notice. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon the Company unless made in writing.

_____ If I am offered employment I agree to submit to a medical examination and drug test before starting work. If employed, I also agree to submit to a medical examination or drug test at any time deemed appropriate by the Company and as permitted by law. I consent to such examinations and tests, and I request that the examining doctor disclose to the company the result of the examination, which results shall remain confidential and segregated from my personnel file. I understand that my employment or continued employment, to the extent permitted by law, is contingent upon satisfactory medical examinations and drug test, and if I am hired a condition of my employment will be that I abide by the Company’s Drug and Alcohol Policy.

_____ I understand that filling out this form does not indicate there is a position open and does not obligate the Company to hire. If hired, I agree to abide by all company work rules, policies and procedures. The company retains the right to revise its policies or procedures, in whole or in part, at any time.

_____ Any applicant for employment who willfully furnishes, supplies, or otherwise gives false information on an employment application that is the basis for a criminal history record check under this section shall be guilty of a Class A1 misdemeanor. {NCGS 131E-265(e)}

Signature of Applicant

Date

Fair Haven Reference Check Report

Employee Name: _____

Reference #1:

Name of Employer Contacted: _____

Dates Employed: _____

Reference: _____

Eligible For Re-Hire? _____

Name of Contact: _____

Date: _____

Reference #2:

Name of Employer Contacted: _____

Dates Employed: _____

Reference: _____

Eligible For Re-Hire? _____

Name of Contact: _____

Date: _____

Reference #3:

Name of Employer Contacted: _____

Dates Employed: _____

Reference: _____

Eligible For Re-Hire? _____

Name of Contact: _____

Date: _____

Supervisor Signature: _____

Date: _____