

# JENNINGS MCCALL CENTER

## APPLICATION FOR EMPLOYMENT

**EQUAL EMPLOYMENT OPPORTUNITY POLICY:** *It is the policy of Jennings McCall Center to seek and employ the best qualified personnel in all its properties and to provide equal opportunity for the advancement of employees including upgrading, promotion and training and to administer the activities in a manner which will not discriminate against any person because of race, color, religion, age, sex, sexual preference, ancestry, marital or veteran status, national origin or physical or mental disability or any other legally protected status unless it is a bona fide occupational requirement reasonably necessary to the operation of our business. The company will make reasonable accommodation in the application, if needed. This application is only good for 45 days, after which time if you still wish to be considered for employment, you must complete a new application.*

**IMPORTANT:** Please print neatly and complete all parts of this application where applicable.  
Incomplete applications will not be considered. Resumes are not a substitute for any information on this application.

LAST NAME	FIRST NAME	MIDDLE INITIAL	TELEPHONE NUMBER ( ) ---	ARE YOU 18 YEARS OF AGE OR OLDER? <input type="checkbox"/> YES <input type="checkbox"/> NO
PRESENT ADDRESS:		CITY	STATE	ZIP
ARE YOU LEGALLY ELIGIBLE FOR EMPLOYMENT IN THE UNITED STATES? (Successful applicants will be required to provide proof of identity and eligibility for employment.) <input type="checkbox"/> YES <input type="checkbox"/> NO			HAVE YOU WORKED FOR JENNINGS MCCALL BEFORE? <input type="checkbox"/> YES <input type="checkbox"/> NO _____ Year(s)? _____	
RELATIVES/FRIENDS: Some positions may not be held by certain individuals in order to avoid the possibility of conflicts of interest. Qualified relatives/friends are eligible for employment except in those unusual situations (for example, where they would be placed in a supervisor-subordinate relationship). Do you have any relatives or friends (such as roommates) who are presently employed by us? If yes, please state his/her names. <input type="checkbox"/> YES <input type="checkbox"/> NO Name(s) _____				
DAYS AND HOURS: We have positions 24 hours per day, 7 days a week and need to know your availability ( <i>we will attempt to reasonably accommodate employees who require certain hours or days off because of religious beliefs or practices.</i> ) AVAILABLE: <input type="checkbox"/> WEEK DAYS <input type="checkbox"/> SAT/SUN <input type="checkbox"/> EVES <input type="checkbox"/> NIGHTS				
POSITION APPLYING FOR	SALARY DESIRED (Be specific)		HOURS YOU SEEK TO WORK? <input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME	

**DRIVING QUESTIONS:** Do not answer any questions in this area unless the box preceding the questions has been "Xed", thereby indicating the information is required for an essential job function or, legally permissible reason.

<input type="checkbox"/> How many traffic citations appear on your 5 year driving record? _____	<input type="checkbox"/> Have you ever been involved in an auto accident in the last 5 years? <input type="checkbox"/> YES <input type="checkbox"/> NO
<input type="checkbox"/> Have you ever been convicted for reckless or negligent driving? <input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> Has your driver's license been suspended or revoked? <input type="checkbox"/> YES <input type="checkbox"/> NO

**CRIMINAL CONVICTIONS:** Conviction of a crime is not an automatic bar to employment. Factors such as the nature and gravity of the crime, the length of time that has passed since the conviction and/or composition of any sentence and the nature of the job for which you have applied will be considered. Failure to disclose criminal convictions could result in disqualification for employment.

HAVE YOU EVER BEEN CONVICTED OF ANY CRIME OTHER THAN TRAFFIC VIOLATIONS?  YES  NO  
Details: \_\_\_\_\_

HAVE YOU EVER HAD ABUSE OR NEGLECT SUBSTANTIATED AGAINST YOU BY THE DEPARTMENT OF HUMAN SERVICES OR SENIOR SERVICES DIVISION IN OREGON OR ANY OTHER STATE?  YES  NO

<b>EDUCATION</b> (Circle the last year completed)		
High School 1 2 3 4	School Name	Major Subjects
College 1 2 3 4	School Name	Major Subjects
Other Job-related Education	School Name	Major Subjects
Other Job-related Education	School Name	Major Subjects
Other Job-related Skills, Licenses or Qualifications: _____ _____ _____		

**PLEASE TURN OVER**

## CURRENT/PREVIOUS EMPLOYMENT

List current/most recent employer first.	Name and Address of Employer Supervisor's Name and Phone Number	Position/Salary	May we contact them?	Reason for Leaving
1.From Month            Year				
To Month            Year				
2.From Month    Year				
To Month            Year				
3.From Month    Year				
To Month            Year				
4.From Month    Year				
To Month            Year				

1. List at least five traits that you believe are important to bring to any job.
  
  
  
2. How would you provide good customer service in the position that you are applying for?
  
  
  
3. What would your past supervisors tell us about your attendance record and performance?
  
  
  
4. Describe your interest in serving seniors.

## COMPANY STATEMENTS FOR APPLICANT SIGNATURE

1. I authorize the investigation of all matters which Jennings McCall deems relevant to my qualifications for employment, including all statements made in this application and in any attachments or supporting documents. I authorize you to request and receive such information and I release from all liability any persons (such as former supervisors) or employers supplying it. I also release you from all liability which might result from making the investigation.
2. I certify that the facts and information in this application and in any attachments or supporting documents are true and complete to the best of my knowledge. I understand that any falsification, misrepresentation or omission, as well as any misleading statement or omissions, generally will result in denial of employment or immediate termination, regardless of when or how discovered.
3. I understand that any job offer that may be extended to me will be contingent upon the successful completion of a criminal history check and a drug screening.
4. I understand that I may resign or be terminated, without cause or notice, at any time unless otherwise stated in an employment contract. I also understand that no company representatives other than an officer will ever have the authority to agree to any other terms and/or to enter into such contracts and that all such agreements for other terms of employment or contracts must be in writing and signed by both parties. I also understand that, unless otherwise stated in an employment contract, the company may change, withdraw and interpret other policies (including wages, hours and working conditions) as it deems appropriate.
5. I have read all of the statement within the application, I have also reviewed all the information I provided on this application and in any attachments or supporting documents. I have had an opportunity to have my questions about this statement's content and intent answered and understand the terms.

YES     NO

SIGNATURE OF APPLICANT \_\_\_\_\_ DATE    \_\_\_/\_\_\_/\_\_\_

UNSIGNED AND INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED OR RETAINED.