

HARVEST HOMES, INC

APPLICATION FOR EMPLOYMENT

(Equal Employment Opportunity Employer)

Date of application: _____

PERSONAL INFORMATION

Name: Last First Middle Initial

Present Address: Street City State Zip

Phone Number : Day Evening Cell

Type of work desired: _____

Date available for employment: _____

Are you legally able to work in the United States? Yes No

Are you 21 years of age or over? Yes No

Can you perform the essential functions of the job(s) for which you are applying? Yes No

Are you available to work (check all that apply): Full Time [] Part Time [] Overtime []

How did you hear about Harvest Homes? _____

SPECIAL SKILLS, QUALIFICATIONS

Summarize your special skills, qualifications of activities that are related to the job you are seeking:

Are you fluent in any languages other than English?

EDUCATION INFORMATION

Education	Name of School	Subject Studied
Elementary School	_____	_____
High School	_____	_____
College	_____	_____
Trade, Business, etc.	_____	_____

EMPLOYMENT EXPERIENCE

List your last four (4) jobs, starting with your present or last job. Do not omit any jobs.

1) Employer: _____

Address: _____

Supervisor's Name: _____ Phone # _____

Your Job Title: _____ Your Salary: _____

starting ending

Duties: _____

Employed from: _____ (mo/yr) to: _____ (mo/yr)

What did you (do you) like best about your job? _____

What did you (do you) like least about your job? _____

Reason for leaving: _____

2) Employer: _____

Address: _____

Supervisor's Name: _____ Phone # _____

Your Job Title: _____ Your Salary: _____

starting ending

Duties: _____

Employed from: _____ (mo/yr) to: _____ (mo/yr)

What did you (do you) like best about your job? _____

What did you (do you) like least about your job? _____

Reason for leaving: _____

3) Employer: _____

Address: _____

Supervisor's Name: _____ Phone # _____

Your Job Title: _____ Your Salary: _____
starting ending

Duties: _____

Employed from: _____ (mo/yr) to: _____ (mo/yr)

What did you (do you) like best about your job? _____

What did you (do you) like least about your job? _____

Reason for leaving: _____

4) Employer: _____

Address: _____

Supervisor's Name: _____ Phone # _____

Your Job Title: _____ Your Salary: _____
starting ending

Duties: _____

Employed from: _____ (mo/yr) to: _____ (mo/yr)

What did you (do you) like best about your job? _____

What did you (do you) like least about your job? _____

Reason for leaving: _____

Please read the following statements carefully before signing this application. Only those applications that are signed and dated are considered valid. If you have any questions regarding this statement, please ask them before signing.

I certify that all answers and statements I have made on this application (and résumé or other supplementary materials) are true and complete without omissions. I understand that any false information will be grounds for refusal to hire or for immediate discharge if I am employed. I authorize any of the persons or organizations named in this application to give you complete information and records regarding my employment, education, character, and qualifications.

Yes No

I will be responsible for familiarizing myself with all rules and regulations of Harvest Homes, hereafter referred to as the “company” as they presently exist or are later modified. I recognize that my employment can be terminated, at the discretion of the Company or at my option, without notice, at any time, and without compensation except for time actually worked, provided that termination is not done for a discriminatory reason in violation of law.

Yes No

Have you ever been charged with, or convicted of abuse?

Yes No

No manager, supervisor or employee of Harvest Homes, Inc. will have any authority to enter into any agreement for employment for any specified period of time or to make any agreement for employment other than at-will.

This application is valid for only ninety (90) days from the date I signed. If I want to be considered for job openings after ninety (90) days from date signed, I will submit a new application.

I have read , understand, and agree with the above.

Signature of Applicant

Date

This company is an equal employment opportunity employer. All applicants will be considered without regard to age, color, national origin, religion, sex or other protected status in accordance with applicable federal and state equal employment opportunity laws.

Harvest Homes Statement of Availability

I understand that Harvest Homes is a business that is in operation 24

hours a day, seven days a week.

I understand that a reliable, dependable, awake staff is required around the clock, including nights, weekends, and holidays.

I understand that the residents, the ones that make the job I am applying for, and thus, a paycheck available, require and deserve a caring staff sufficient enough to meet their daily needs.

I understand that I may be privileged to a resident's personal information and will not discuss that information with others.

I understand that if I am hired, my scheduled hours and/or shifts may change as the staffing needs of Harvest Homes change.

I understand that I may be required to work nights, weekends, and holidays.

I am not available to work the following days/hours. I know that the following restrictions may prevent me from being hired.

(Signature)

(Printed Name)

(Date)

RELEASE FORM

I have read and understand both sides of the Criminal History form.

I authorize SDSO to conduct a criminal history check on me.

I am providing complete and accurate information.

I authorize SDSD to release information to the authorized provider designee (APD) or authorized Division representative (ADR) list to Harvest Homes Inc.

I understand that submission of my social security number is voluntary.
(See instructions on the back of the form.)

I authorize Harvest Homes to contact any of my past employers.

Signature of Applicant

Date Signed