



**SECTION IV - CREDENTIALS**

If you are applying for a position that requires a registration, license or certificate, complete the following:

Type \_\_\_\_\_ Expiration Date \_\_\_\_\_ State Issued \_\_\_\_\_

License No. \_\_\_\_\_ Driver's License No. \_\_\_\_\_

**SECTION V - WORK HOURS**

Job applying for: 1. \_\_\_\_\_ 2. \_\_\_\_\_

Weekends: Yes No Holidays: Yes No

Hours preferred: Days Evenings Nights Other hours: \_\_\_\_\_  
Full Time Part Time Regular Temporary PRN

Rate of pay desired: \$ \_\_\_\_\_ Date available \_\_\_\_\_

**SECTION VI (Some of the information contained in this section is required by federal law.)**

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone Number (Home) \_\_\_\_\_ Other \_\_\_\_\_

Social Security Number \_\_\_\_\_

- Have you ever been convicted for violation of any federal, state, county or municipal law, regulation or ordinance? (Do not include minor traffic violations. A conviction record will not necessarily be a bar to employment, and factors such as age at time of the offense, the seriousness and nature of the violation and the applicant's rehabilitation will be considered in the hiring decision.) Yes No
- If yes, give date and the reason: \_\_\_\_\_
- Have you ever been employed by PMMA? Yes No
- If yes, give dates employed: \_\_\_\_\_ Position held: \_\_\_\_\_
- If employed under another name, state that name: \_\_\_\_\_
- Are you forbidden by the immigration laws of the United States to accept employment in the United States? Yes No
- Are you a Vietnam veteran? Yes No
- Referral source \_\_\_\_\_
- Name and relationship of relatives currently employed by PMMA: \_\_\_\_\_

**SECTION VII**

**Presbyterian Manors of Mid-America (PMMA) is an equal opportunity employer** subscribing to the principles of Equal Employment Opportunity. PMMA has adopted an Affirmative Action Program to ensure that all applicants are considered for employment without unlawful discrimination based on race, color, religion, national origin, age, sex, disability, marital status or ancestry. To protect the interests of all concerned, all applicants must pass a physical examination before they are hired.

In compliance with the Federal Immigration Reform and Control Act of 1986, all individuals who have been hired must complete an employment eligibility form (Form I-9) and produce required documentation prior to employment.

**Employment Agreement - Read Before Signing the Application**

I authorize any educational institution and my former employers to provide any information they may have regarding me whether or not it is on their records. I hereby release them, their employees and PMMA from all liability for any damage whatsoever for providing or obtaining this information.

I certify that the information in this application is complete and correct to the best of my knowledge. I understand that PMMA shall not be liable if my employment is terminated because of false statements, answers or omissions made by me in this application.

I understand that if employed by PMMA, I will be paid in accordance with the Fair Labor Standards Act.

I understand that working hours and assignments may be changed at any time, as necessitated by staffing and workload requirements.

I agree to conform to the rules and regulations of Presbyterian Manors of Mid-America and understand that my employment and compensation can be terminated with or without cause and with or without notice, at any time, at the option of either PMMA or myself.

I understand that no management representative of PMMA has any authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing.

**SIGNATURE** \_\_\_\_\_

(Note: This application will be considered active for 60 days. If you are not employed within this period and are still interested in employment, please contact this office and request that your application be reactivated.)

**FOR OFFICE USE ONLY. DO NOT WRITE BELOW THIS LINE. RETURN APPLICATION TO THE DEPARTMENT OF HUMAN RESOURCES.**

AA Code Screened By \_\_\_\_\_ Date \_\_\_\_\_ Activity \_\_\_\_\_

**EMPLOYMENT INFORMATION**

New Hire	Regular	Full Time	Job Title _____	Salary \$ _____	Per _____
Rehire	PRN	Part Time	Department _____	Shift _____	Starting Date _____
Temporary through _____			Hours Per Pay Period _____	40	Exempt
				Approved By _____	