



## Greenwood Center Application for Employment



We consider applicants for all positions without regard to race, color, religion, creed, gender, sexual orientation, national origin, age, disability, marital or veteran status, or any other legally protected status. We are an equal opportunity employer.

***\*Please note that we do e-screen all applicants.\****

**Please Print**

Position(s) Applied For	Date of Application
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How Did You Learn About Us?

Advertisement  Employment Agency  Relative  Friend  Inquiry  Other \_\_\_\_\_

Were you referred by a current Greenwood employee? Yes No If yes, please list employee's name here

Last Name	First Name	Middle Initial	Maiden Name
Mailing Address	City	State	Zip
Telephone Number(s)		Social Security Number	
E-Mail Address			

Have you ever filed an application with us before?  Yes  No If Yes, give date \_\_\_\_\_

Have you ever been employed here before?  yes  No If Yes, give date \_\_\_\_\_

Do any of your friends or relatives, other than spouse, work here?  Yes  No

Are you currently employed?  Yes  No

Are you currently on "lay-off" status and subject to recall?  Yes  No

May we contact your present employer?  Yes  No

If you are under 18 years of age, can you provide required proof of your eligibility to work?  Yes  No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?  Yes  No  
 Proof of citizenship or immigration status will be required upon employment.

If you hold a professional license, is there currently or has there ever been any discipline placed upon your license ie: suspension, probation, etc. If yes, please comment on reverse.  Yes  No

Have you **ever** been convicted of a Class A, B, C, D, or E crime? If yes, please comment on reverse.  Yes  No

Have you ever been terminated or involuntarily asked to leave a position? If yes, please comment on reverse.  Yes  No

Date available for work \_\_\_\_\_ What is your desired salary range? \_\_\_\_\_

Are you available to work:  Full-time Please indicate shift: 1st 2nd 3rd  
 Part-time Please indicate: 1st 2nd 3rd  
 Per diem Please indicate days available: \_\_\_\_\_

Best time to contact you at home is: \_\_\_\_\_:\_\_\_\_\_ AM / PM

### Education

	Name and Address of School	Course of Study	Years Completed	Diploma/Degree
Elementary School				
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				

Summarize any job-related specialized training, apprenticeship, skills and volunteer activities you feel may be helpful to us in considering your application. (Use back if necessary.)

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**Note to Applicants:** Do not answer this question unless you have been informed about the requirements of the job for which you are applying or have reviewed a job description.

Are you capable of performing in a reasonable manner, with or without reasonable accommodation, the activities involved in the position for which you have applied? \_\_\_ Yes \_\_\_ No

### Employment Experience

Start with your present or last job.

Employer		Dates Employed		Work Performed
Address		From	To	
Telephone Number(s)				
Job Title	Supervisor	Hourly Rate		
Reason for Leaving		Starting	Final	
Employer		Dates Employed		Work Performed
Address		From	To	
Telephone Number(s)				
Job Title	Supervisor	Hourly Rate		
Reason for Leaving		Starting	Final	

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Employer		Dates Employed		Work Performed
Address		From	To	
Telephone Number(s)				
Job Title	Supervisor	Hourly Rate		
Reason for Leaving		Starting	Final	

### Professional References

1. Name	Relationship to Applicant
Address and Telephone Number	
2. Name	Relationship to Applicant
Address and Telephone Number	
3. Name	Relationship to Applicant
Address and Telephone Number	

### Applicant's Statement

I certify that answers given herein are true and complete.

I understand that all statements made by me in connection with my application for employment will be checked by Greenwood Center as necessary to arrive at an employment decision. I authorize Greenwood Center to contact my prior employers and obtain other sources of background information, including the use of the internet, and I hereby authorize and direct each employer or source of information to answer any or all questions regarding my prior employment and background.

I further understand that in the event of a job offer, Greenwood Center will conduct a background check and utilize e-screening. I authorize the conducting of this background check and understand that information received may result in a decision not to hire me or terminate my employment.

I understand that false or misleading information given in my application or interview(s) may result in a decision not to hire me or me or to discharge me if discovered after hire.

I understand this application for employment shall be considered active for a period of time not to exceed 180 days from the date of application. If I wish to be considered for employment after that time, I must complete a new application.

In the event of employment, I understand that I am required to abide by all rules and regulations of the employer.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge the Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date