



GALLOWAY RIDGE *at Fearington*

APPLICATION FOR EMPLOYMENT

We welcome your interest in joining the staff at Galloway Ridge at Fearington. In order for you to be fully considered for a position with Galloway Ridge at Fearington, it is necessary that you satisfactorily complete this application.

PLEASE NOTE:

- **COMPLETE APPLICATION** – Applications that have not been fully completed and signed will not be accepted. If there is insufficient space on the application for you to provide a completed response, please use an extra sheet of paper and attach to the application.
- **ACCURACY** - If you wish to submit a resume, please attach it to the application. DO NOT REFER TO A RESUME IN RESPONSE TO ANY APPLICATION QUESTION. All questions must be answered on the application itself.
- **CRIMINAL BACKGROUND CHECKS** – Criminal background checks are a mandatory part of our hiring process. As part of your application for employment, you will be asked a question about convictions for crimes. If you answer this question ‘yes’, you will be asked to provide details. A ‘yes’ answer does not automatically disqualify you from employment. Failure to provide accurate information may affect your employment status.
- **DRUG USE POLICY AND REQUIRED PRE-HIRE DRUG TESTING** - Galloway Ridge does not hire or knowingly employ persons who use illegal drugs. All persons seeking employment or employed by Galloway Ridge will be required to take and pass a screen for illegal drugs and may be subject to periodic tests for illegal drugs. You will be asked to sign a document giving Galloway Ridge permission to conduct drug screen testing. By completing this application, you are agreeing that upon request, you will provide a specimen at the collection site designated by Galloway Ridge and to have the specimens tested at a laboratory selected by Galloway Ridge.

Galloway Ridge does not discriminate in hiring or employment on the basis of race, color, sex, religion, disability, national origin, or on the basis of age. No question on this application is intended to secure information to be used for such discrimination. Proof of identity and work authorization will be required upon employment in accordance with federal regulations. This Company intends to check and hold you responsible for the accuracy of the statements you make on this application. This application will receive consideration for six (6) months. A new application must be submitted after that time.

Applicant Name _____

Personal Data

Social Security Number _____

Name _____
(Last) (First) (MI) (Maiden)

Address _____

Phone Number _____ (City) (State) (ZIP)
Alternate Number _____

Are you 18 years or older? Yes No

Employment

Position Applied for _____ Salary desired _____

Have you ever applied here before? _____ When? _____

Have you ever worked for Galloway Ridge before? _____ When? _____

If yes, give the name(s) if different from the one given on this application _____

Are you applying for Full time Part time Regular Temporary Date available for work _____

Would you consider working any shift? Yes No Shift Preference 1st 2nd 3rd

Weekends? Yes No Holidays? Yes No Rotating Shifts or On-Call Shifts? Yes No

General

Are you legally authorized to work in the United States? Yes No (*Proof of work authorization will be required upon employment*)

If the position you are applying for requires a driver's license, do you possess a valid driver's license?

Yes State _____ License No _____ No

Do you have relatives working for Galloway Ridge? Yes No If yes, complete the following:

Name _____ Department _____ Relationship _____

How did you hear about this opening? Walk-in Newspaper – name _____ Company Website
 Employee Referral – name _____ Other _____

Background

Have you ever been convicted of any crime? Yes No If yes, please briefly describe the nature of the crime(s), the date and place of conviction and the legal disposition of the case.

Are you currently out on bail or released on your own recognizance pending trial? Yes No

This company will not deny employment to any applicant solely because the person has been convicted of a crime. The company, may, however, consider the nature, date, and circumstances of the offense as well as whether the offense is relevant to the duties of the position applied for.

Other Qualifications

Job-related training courses (give title and year). Job-related skills (other languages, computer software/hardware, tools, machinery, typing speed, etc. Job-related certificates and licenses (current only).

Work History

Include all of your employment experience in the last 7 years, listing the most recent position first. **Provide your complete employment history even if you attach a resume.** If you had more than one position with the same employer, list each position separately. If more space is needed, use the same format on another piece of paper. Please explain gaps of more than six months in employment on a separate piece of paper.

Company: _____ Immediate Supervisor: _____
Address: _____
(Street) (City) (ZIP)
Phone: _____ Dates: From _____ To _____ Type of Business: _____
Your Title: _____ Starting Salary: _____ Ending Salary: _____
Major Responsibilities: _____
Reason for leaving: _____ If this is your current employer, may we contact them? Yes No

Company: _____ Immediate Supervisor: _____
Address: _____
(Street) (City) (ZIP)
Phone: _____ Dates: From _____ To _____ Type of Business: _____
Your Title: _____ Starting Salary: _____ Ending Salary: _____
Major Responsibilities: _____
Reason for leaving: _____

Company: _____ Immediate Supervisor: _____
Address: _____
(Street) (City) (ZIP)
Phone: _____ Dates: From _____ To _____ Type of Business: _____
Your Title: _____ Starting Salary: _____ Ending Salary: _____
Major Responsibilities: _____
Reason for leaving: _____

Education

Mark highest level completed

Some High School HS/GED Associate Bachelor Master Doctorate/PhD

Last high school or GED school. Give the school's name, city, State, ZIP code (if known).

School City State ZIP

Colleges and universities attended. Do not attach a copy of your transcript unless requested.

Name	Address (City & State)	Major(s)	Date of Graduation
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Affidavit and Pre-employment Inquiry Release

I certify that all information given on this application and any accompanying documents is true, complete and correct to the best of my knowledge and belief and is made in good faith.

In connection with my employment with Galloway Ridge, I understand that investigative background inquiries are to be made of myself including Criminal, Driving, Schools and other reports. These reports will include information as to my character, work habits, performance and experience along with reasons for termination of past employment from previous employers. Further, I understand that information from various Federal, State, and other agencies which maintain records concerning my past activities relating to my Driving, Criminal, Civil and other experiences as well as claims involving me in the files of insurance companies will be requested.

I authorize all schools which I attended and all previous employers to furnish to Galloway Ridge or their agent, my record, reason for leaving and all information they may have concerning me, and hereby release them and Galloway Ridge from all liability for any damage whatsoever.

By signing this application, I authorize the Company to make investigations and indicate my awareness that false statements or failures to disclose certain information may be sufficient to disqualify me for employment, or if employed, may result in my dismissal.

I understand that proof of identity and work authorization will be required upon employment in accordance with federal regulations. In the event of my employment by Galloway Ridge, I agree to abide by all present and subsequently issued rules of Galloway Ridge.

I understand that my employment is at will and that either party is free to terminate the employment relationship at any time without cause. Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements and the like as they may exist from time to time, or other Company practices, shall serve to create an actual or implied contract of employment, or to confer any right to remain an employee of Galloway Ridge, or otherwise change in any respect the employment-at-will relationship between it and the undersigned, and that relationship cannot be altered except by a written instrument signed by the Executive Director of the Company.

Print Full Name _____

Social Security Number _____

Applicant's Signature _____

Date _____