

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, genetic information, disability, national origin, citizenship, military status, 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 months. If you have not heard from us within six months and wish to receive further consideration for employment, it will be necessary for you to request in writing that the company reactivate your application for another six months. Your application will be retained for one year. A new application must be submitted after that time.

Applicant Name: _____

Personal Data

Name:	_____	_____	_____	_____
	LAST	FIRST	MI	MAIDEN
Address:	_____			
	_____		_____	_____
	CITY	STATE	ZIP	
List all states (and counties) in which you have lived for past five years:	_____			
Are you 18 years or older?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Phone:	Email:

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:	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Regular <input type="checkbox"/> Temporary	Date available for work:	_____
Would you consider any shift?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Shift Preference:	<input type="checkbox"/> 1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd
Weekends?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Holidays?	<input type="checkbox"/> Yes <input type="checkbox"/> No
		Rotating Shifts or On-Call Shifts?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>We cannot guarantee to accommodate your preference. If you are a job applicant, this form is not an employment offer, it is solely for information gathering.</i>			

General

Are you legally authorized to work in the United States?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<i>(Proof of work authorization will be required upon employment)</i>	
If the position you are applying for requires a driver's license, do you possess a valid driver's license?			
<input type="checkbox"/> Yes	State: _____	License No.: _____	<input type="checkbox"/> No
Do you have relatives working for Galloway Ridge?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, complete the following:	
Name: _____	Department: _____	Relationship: _____	
How did you hear about this opening?	<input type="checkbox"/> Walk-in <input type="checkbox"/> Newspaper (name): _____	<input type="checkbox"/> Company website	
	<input type="checkbox"/> Employee Referral (name): _____	<input type="checkbox"/> Other	

Background

Have you ever pled guilty or been convicted of a crime other than a minor traffic violation? Do not include sealed and expunged convictions. If yes, please briefly describe the nature of the crime(s), the date and place of conviction and the legal disposition of the case:	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>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.</i>	
Are you excluded from participation in Federal Health Care Programs?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain:

Other Job-Related Qualifications

Training courses (give title and year); current certificates and licenses; skills (languages, computer software/hardware, tools, machinery, etc.)

Work History

Include all of your employment experience in the last seven 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 sheet of paper.

Company: _____		Immediate Supervisor: _____	
Address: _____			
STREET	CITY	STATE	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? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Company: _____		Immediate Supervisor: _____	
Address: _____			
STREET	CITY	STATE	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? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Company: _____		Immediate Supervisor: _____	
Address: _____			
STREET	CITY	STATE	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? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Education

Mark highest level completed: <input type="checkbox"/> Some High School <input type="checkbox"/> HS/GED <input type="checkbox"/> Associate <input type="checkbox"/> Bachelor <input type="checkbox"/> Master <input type="checkbox"/> Doctorate/PhD			
Last high school or GED school. Give the school's name, city, state, zip code (if known). Last grade completed: <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12			
SCHOOL	CITY	STATE	ZIP
Colleges and universities attended. Do not attach a copy of your transcript unless requested.			
COLLEGE/UNIVERSITY	ADDRESS (CITY & STATE)	MAJOR(S)	
COLLEGE/UNIVERSITY	ADDRESS (CITY & STATE)	MAJOR(S)	
COLLEGE/UNIVERSITY	ADDRESS (CITY & STATE)	MAJOR(S)	

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 Galloway Ridge 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 Galloway Ridge.

Print full name: _____

Applicant's signature: _____

Date: _____

If applicant is under 18, please complete the section below.

Parent/Guardian name: _____

Parent/Guardian signature: _____

Date: _____