

St. Luke Homes & Services, Inc.

1301 St. Luke Drive ~ Spencer, Iowa 51301 ~ (712) 262-5931

Application for Employment

DATE: _____

POSITION DESIRED: _____

FULL-TIME PART-TIME

SHIFTS AVAILABLE TO WORK: 6 a.m. – 6 p.m. 6 p.m. – 6 a.m. (Skilled Nursing & CNAs only)

6 a.m. – 2:30 p.m. 2 p.m. – 10:30 p.m. 10 p.m. – 6:30 a.m.

We are an Equal Opportunity Employer and do not unlawfully discriminate in employment. We recruit, employ, train, compensate and promote without regard to race, religion, creed, color, national origin, age, gender, transgender, sexual orientation, marital status, disability, veteran status or any other basis protected by applicable federal, state or local law. No question on this application is used for the purpose of limiting or excluding any applicant from consideration for employment on bases prohibited by local, state or Federal law. Equal access to employment and programs are available to all persons. Those applicants requiring reasonable accommodation to complete the application and/or interview process should notify a representative of St. Luke Homes & Services, Inc. This application shall remain active for 30 days only.

PERSONAL INFORMATION

(FIRST NAME) (MI) (LAST NAME) (PHONE NUMBER)

(STREET ADDRESS) (EMAIL ADDRESS)

(CITY) (STATE) (ZIP CODE)

STATE AGE IF UNDER 18 YEARS OF AGE: _____ ARE YOU 21 OR OLDER? Yes No

ARE YOU CERTIFIED FOR THE POSITION YOU ARE APPLYING FOR? Yes No

If YES, please list License or Certificate Number: _____

YEARS AT PRESENT ADDRESS: _____ IF LESS THAN 3 YEARS GIVE PREVIOUS ADDRESS:

(ADDRESS) (CITY) (STATE) (ZIP)

FORMAL EDUCATION

(INSTITUTION NAME AND LOCATION OF SCHOOL) (FROM) - (TO)

(DEGREE)

(INSTITUTION NAME AND LOCATION OF SCHOOL) (FROM) - (TO)

(DEGREE)

(INSTITUTION NAME AND LOCATION OF SCHOOL) (FROM) - (TO)

(DEGREE)

WORK EXPERIENCE

1. _____ - _____
(FROM) (TO) (COMPANY AND ADDRESS)

(POSITION) (SUPERVISOR) (PHONE NUMBER)

(REASON FOR LEAVING)

2. _____ - _____
(FROM) (TO) (COMPANY AND ADDRESS)

(POSITION) (SUPERVISOR) (PHONE NUMBER)

(REASON FOR LEAVING)

3. _____ - _____
(FROM) (TO) (COMPANY AND ADDRESS)

(POSITION) (SUPERVISOR) (PHONE NUMBER)

(REASON FOR LEAVING)

May we call to verify employment? Yes No

If No, which employer(s) and why?

List any experience or special training related to the job applied for:

Have you ever worked for this Company before? Yes No

If yes, where and when?

WORK / PERSONAL REFERENCES

Do you know anyone who works or has ever worked for this Company? Yes No

If yes, please give names:

List three persons, not relatives, which you have known for at least three years:

1. _____ (NAME) _____ (PHONE NUMBER)

_____ (ADDRESS INCLUDES STREET, CITY, STATE AND ZIP CODE) _____ (OCCUPATION)

2. _____ (NAME) _____ (PHONE NUMBER)

_____ (ADDRESS INCLUDES STREET, CITY, STATE AND ZIP CODE) _____ (OCCUPATION)

3. _____ (NAME) _____ (PHONE NUMBER)

_____ (ADDRESS INCLUDES STREET, CITY, STATE AND ZIP CODE) _____ (OCCUPATION)

OTHER INFORMATION

Have you ever been convicted of or pled no contest to an offense other than a minor traffic violation? Yes No
(Do not include convictions while a minor.)

If YES, state the nature of the offense(s), date(s), city and state and disposition. A conviction or plea record is not an automatic bar to employment and the nature, recency, disposition of an offense, and other factors deemed relevant by the employer will be considered as it relates to the job for which you are applying.

Would you be willing and able to perform ALL tasks required by the job for which you are applying? Yes No

If NO, explain: _____

Where did you learn of this employment opportunity?

- Paper/Shopper Radio Internet Friend Other _____

STATEMENT OF CERTIFICATION

I understand that misrepresentation, omission of facts, or incomplete information requested, may result in my not being considered for employment. I certify all statements given herein are true and complete and, if employed, understand that false and misleading statements given in my application or interview(s) may result in dismissal, regardless of the time they are discovered.

I authorize investigation of all statements contained in this application and any attachments for employment as may be necessary in arriving at an employment decision. I hereby release the Company, and all persons and organizations, from any and all claims and liability of any kind arising from such investigation or the supplying of information as part of such process.

In signing this application, I state that I have read a copy of the job description for all jobs for which I have applied. I understand that I will be required to fulfill all aspects of any job if I am hired to perform the job. I understand that the failure to fulfill any aspect of the job may be grounds for termination.

I also understand that I am required to submit to a TB test and physical examination, to possibly include a functional assessment, drug testing, and x-rays if requested, and if such reports show that I do not meet the required medical standards for this position, I agree that my employment or offer of employment may be terminated. St. Luke Homes & Services, Inc. will pay for or reimburse me for this physical.

If uniforms or any St. Luke Homes & Services, Inc. equipment are furnished to me, I will return them, clean and in good condition when I am no longer employed at St. Luke Homes & Services, Inc. or I authorize St. Luke Homes & Services, Inc. to deduct the amount of cost prorated from my paycheck.

I understand that I am required to have a checking or savings account at a bank of my choice for the direct deposit of my paycheck. I understand that my employment with the Employer is for no specific term and may be terminated by me or the Employer with or without notice or cause at any time. I further understand that no oral promise, Employer policy, custom, business practice or other procedure constitutes an employment contract or modification of the at-will employment relationship between me and the Employer. Any changes to this employment relationship must be in writing. I understand that if hired, I am required to abide by all rules and regulations of St. Luke Homes & Services, Inc.

(SIGNATURE OF APPLICANT)

(DATE)