

Name \_\_\_\_\_  
Position applied for \_\_\_\_\_  
Date \_\_\_\_\_

# EMPLOYMENT APPLICATION

*Where purpose and opportunity come together.*

A not-for-profit, church-affiliated organization, Cedar Community provides all of the right services for all of the right reasons. As a Cedar Community employee, your mission becomes the same as our mission:

*To serve the Lord by creating relationships, services and environments  
that enhance the well-being of seniors and their families.*

For that reason, the expectations of our community and the people we serve are high. We invite you to consider joining us and raising your own personal expectations for a rewarding career. Cedar Community employees enjoy many benefits:

- Ongoing training and mentorships that help bring out the best in everyone;
- Generous benefits, including 401(k) and affordable group health insurance, for employees working a minimum of 40 hours per two-week pay period;
- A variety of perks, including discounts on Cedar Community services and access to our beautiful grounds and facilities.

**Won't you join us in our mission?**



**CedarCommunity**

5595 County Road Z  
West Bend, WI 53095  
262.306.2100  
cedarcommunity.org

Qualified applicants receive equal consideration. No question is asked for the purpose of excluding any applicant due to race, creed, color, national origin, ancestry, religion, age, sex, marital status, disability, sexual orientation, arrest record or conviction record etc. as prohibited by law or regulation. If you need reasonable accommodation to qualify for the position you are seeking, you can, on a voluntary basis, advise us.

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Alternate phone \_\_\_\_\_

Are you 18 years of age or older?  yes  no If not, date of birth \_\_\_\_\_

E-mail address \_\_\_\_\_ Are you legally able to work in the United States?  yes  no

## **POSITION DESIRED**

Position \_\_\_\_\_ Available as of \_\_\_\_\_

Why are you interested in this position? \_\_\_\_\_

Full time  Part time  Other

Shift availability (Number in order of preference for department desired. Enter 0 if not possible for you.)

Nursing \_\_\_\_ 6:30 a.m. - 2:30 p.m. \_\_\_\_ 2:30 - 10:30 p.m. \_\_\_\_ 10:30 p.m. - 6:30 a.m.

Dining Services \_\_\_\_ 6:30 a.m. - 3 p.m. \_\_\_\_ 10:30 a.m. - 7 p.m. \_\_\_\_ 4 - 9 p.m.

Have you been employed at Cedar Community before?  yes  no When? \_\_\_\_\_ Position? \_\_\_\_\_

Years of experience in work applying for \_\_\_\_ Are you able to work alternate weekends?  yes  no

Where did you hear about this position for which you are applying?

\_\_\_\_\_  
\_\_\_\_\_

## **EDUCATION** (please list formal education following grade school)

### **High School**

Name \_\_\_\_\_

Address \_\_\_\_\_ Degree \_\_\_\_\_

### **Special/College/Professional**

Name \_\_\_\_\_ Dates attended \_\_\_\_\_

Address \_\_\_\_\_ Major area of study \_\_\_\_\_

Name \_\_\_\_\_ Dates attended \_\_\_\_\_

Address \_\_\_\_\_ Major area of study \_\_\_\_\_

Do you plan to work elsewhere or attend school while working here?  yes  no

## EMPLOYMENT HISTORY

Begin with your most recent employer (Check here  if we should not contact present employer concerning your work history.) Do not omit or skip any jobs in your employment history. Please attach additional employment history if necessary. Please explain all gaps in your work history.

1. Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Position \_\_\_\_\_ Specific duties \_\_\_\_\_

Employment dates \_\_\_\_\_ Supervisor \_\_\_\_\_

Starting salary \_\_\_\_\_ Ending salary \_\_\_\_\_

Reason for leaving \_\_\_\_\_

2. Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Position \_\_\_\_\_ Specific duties \_\_\_\_\_

Employment dates \_\_\_\_\_ Supervisor \_\_\_\_\_

Starting salary \_\_\_\_\_ Ending salary \_\_\_\_\_

Reason for leaving \_\_\_\_\_

3. Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Position \_\_\_\_\_ Specific duties \_\_\_\_\_

Employment dates \_\_\_\_\_ Supervisor \_\_\_\_\_

Starting salary \_\_\_\_\_ Ending salary \_\_\_\_\_

Reason for leaving \_\_\_\_\_

4. Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Position \_\_\_\_\_ Specific duties \_\_\_\_\_

Employment dates \_\_\_\_\_ Supervisor \_\_\_\_\_

Starting salary \_\_\_\_\_ Ending salary \_\_\_\_\_

Reason for leaving \_\_\_\_\_

5. Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Position \_\_\_\_\_ Specific duties \_\_\_\_\_

Employment dates \_\_\_\_\_ Supervisor \_\_\_\_\_

Starting salary \_\_\_\_\_ Ending salary \_\_\_\_\_

Reason for leaving \_\_\_\_\_

**SKILLS AND QUALIFICATIONS**

List any special considerations, training, certification, registration, etc. that might be important to the particular position for which you are applying. Please include expiration dates.

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List equipment and/or computer software that you use and your level of ability.

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Additional skills, abilities or experiences which may assist you in performing the position for which you are applying.

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U.S. Military Record: Dates \_\_\_\_\_ Branch \_\_\_\_\_ Position/rank \_\_\_\_\_

List current or past volunteer experience:

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List all convictions, felonies and/or misdemeanors other than minor traffic violations and include dates, offenses and charges. No applicant will be denied a position because of a conviction for any offense which is not related to the circumstances of the job(s) sought.

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Have you ever resided outside the state of Wisconsin?  yes  no  
If yes, please list each state and the dates you lived there.

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**PROFESSIONAL REFERENCE** (other than relative)

Name \_\_\_\_\_ Phone \_\_\_\_\_

Position \_\_\_\_\_ How long known \_\_\_\_\_ Relationship \_\_\_\_\_

**PROFESSIONAL REFERENCE** (other than relative)

Name \_\_\_\_\_ Phone \_\_\_\_\_

Position \_\_\_\_\_ How long known \_\_\_\_\_ Relationship \_\_\_\_\_

**WORK REFERENCE CONSENT FORM**

The applicant below has applied for work at Cedar Community and has listed you as a reference. As a current or previous employer, supervisor or co-worker, you are the most qualified person to evaluate this applicant's skills. We would appreciate your assistance in verifying and evaluating job performance. All information is confidential.

**Applicant release**

Applicant's name \_\_\_\_\_

Social Security # \_\_\_\_\_ Any other names \_\_\_\_\_

I hereby release from all liability or legal claims every person seeking or providing information, whether oral or written regarding my employment. A photocopy of this release shall be as valid as the original, and may be relied upon by all persons providing information.

I authorize all present and previous employers, education institutions, public agencies, licensing authorities, client facilities, personal and other references (as well as all representatives of these persons or entities) to provide all information they may have regarding me.

I also release Cedar Community from all liability for any damages from the disclosure of this information.

I certify that there are no willful misrepresentations, omissions, or falsifications of the above statements. I understand that initial and continued employment depends on the truth and accuracy of this information and misrepresentation could constitute grounds for immediate dismissal. I hereby authorize any former employer, person, firm, corporation or government agency to answer all or any questions concerning my application for employment and to release or provide any information within their knowledge or records. I agree to hold any or all of them blameless and free of any liability for releasing information that is within their knowledge or records.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**FOR HUMAN RESOURCES DEPARTMENT USE ONLY**

CONTACT	
_____	_____
_____	_____
_____	_____
_____	_____

Interview time \_\_\_\_\_ Shadow time \_\_\_\_\_

Offer made?  yes  no Accepted offer?  yes  no Rejection letter \_\_\_\_\_

Reason \_\_\_\_\_

Name \_\_\_\_\_ Position \_\_\_\_\_ Starting date \_\_\_\_\_

FT  PT  LPT  Reserve  Weekend  Other \_\_\_\_\_

Starting salary \$ \_\_\_\_\_

Shift \_\_\_\_\_ FTE \_\_\_\_\_

CLHRC  CR  CV  CH  CBEast  CBWest  FR  BC Corp  PV  Landing

ID number \_\_\_\_\_

Physical/PPD appt. \_\_\_\_\_

HRIS \_\_\_\_\_

Professional licensure \_\_\_\_\_

Exempt/Non-exempt \_\_\_\_\_

Orientation date \_\_\_\_\_

Inclusion date \_\_\_\_\_

Physical letter \_\_\_\_\_

IT: \_\_\_\_\_

Expiration date \_\_\_\_\_

Offer/Orientation letter \_\_\_\_\_

Other pertinent information

\_\_\_\_\_  
\_\_\_\_\_

**FOR SUPERVISOR USE ONLY**

Recommend for further consideration

Would not recommend for this position

Proceed with references?  yes  no

Position: \_\_\_\_\_ FTE \_\_\_\_\_

FT  PT  LPT  Reserve  Weekend  Other

CLHRC  CR  CV  CH  CBEast  CBWest  FR  BC Corp  PV  Landing

# EQUAL EMPLOYMENT OPPORTUNITY INFORMATION REQUEST

Federal Regulations require affirmative action employers to “collect and maintain data on the race, sex and ethnicity of all applicants for employment.” We are, therefore, asking you to complete the following questionnaire and return it to human resources, unsigned. This questionnaire is for reporting purposes only and is not intended to identify individuals. Please understand that you have the option of supplying this information.

## 1. Ethnic Group

**Hispanic or Latino**

A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

**White**

**(Not Hispanic or Latino)**

A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

**Black or African American  
(Not Hispanic or Latino)**

A person having origins in any of the black racial groups of Africa.

**Native Hawaiian or Other Pacific Islander  
(Not Hispanic or Latino)**

A person having origins in any of the peoples of Hawaii, Guam, Samoa or other Pacific Islands.

**Asian**

**(Not Hispanic or Latino)**

A person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.

**American Indian or Alaska Native  
(Not Hispanic or Latino)**

A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

**Two or More Races  
(Not Hispanic or Latino)**

All persons who identify with more than one of the above five races.

2.  Disabled  Veteran

## 3. Citizenship

U.S. Citizen  Non-U.S. Citizen  Resident Alien

## 4. Sex

Male  Female

*Cedar Community provides equal educational and employment opportunity regardless of race, religion, sex, age, creed, national origin, marital status, ancestry, arrest record or conviction record, sexual orientation or physical and mental handicap.*



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**NOTICE TO APPLICANTS**

(Read carefully before signing.)

**REFERENCE CHECKING POLICY**

All information provided by me in support of my application for employment is true and correct to the best of my knowledge. I understand that false or misleading information or omission of information on this application or during an interview may be cause for rejection or subsequent discharge if I am hired.

I hereby authorize any former employer, person, firm, corporation, school or government agency to answer any and all questions and to release or provide any information within their knowledge or records. I agree to hold any or all of them blameless and free of any liability for releasing any truthful information that is within their knowledge or records.

**AUTHORIZATION FOR RELEASE OF POLICE RECORDS**

I, \_\_\_\_\_ (name) \_\_\_\_\_ (date of birth)

\_\_\_\_\_ (any other names known by, including maiden name) \_\_\_\_\_ (social security number)

Hereby authorize my police record to be released to Cedar Community. I do hereby release you, as the custodian of such records, from any and all liability for damages of whatever kind, which may at any time result to me, because of compliance with this authorization. I further understand that my employment is, in part, contingent on a conviction record which is free of any crime, the circumstances of which substantially relate to the activities engaged in by Cedar Community.

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

Date \_\_\_\_\_

*A pre-employment physical and drug test will be required before any applicant begins employment at Cedar Community. If all other requirements have been met, any job offer is contingent upon the results of the tests.*



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