

APPLICATION FOR EMPLOYMENT

Golden West is a non-profit organization dedicated to providing a quality living environment for seniors with limited income.

Approximately 325 seniors make their home here at Golden West and it is the job of all employees to make this a great place to live.

If you would like to become a part of the Golden West Team, please complete and sign this application. Golden West is an equal opportunity employer, but you must complete this application and sign the Applicant Statement on page four to be considered for a position. **Applicants submitting incomplete applications will not be considered for any position.**

Name _____ Date of application _____

Social Security # _____ Upon hire, GW verifies information with Social Security

Address _____

Telephone # _____ Best time to call _____

How did you hear about Golden West?

- Advertisement
- Relative
- Walk-in
- Employee
- Resident
- Other

Name of source (if applicable) _____

Have you ever been employed here before? Yes No.

If yes, give dates and position _____

Position applied for _____

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

Type of employment desired Full-time Part-time Temporary

Are you legally eligible for employment in this country? Yes No

If you are under 18 and it is required, can you furnish a work permit? Yes No

Are you able to meet the attendance requirements of the position? Yes No

Will you work overtime if required? Yes No

Have you ever pled "guilty" or "no contest" to, or been convicted of a crime? Yes No

If yes, please provide dates and details _____

Answering "yes" to these questions does not constitute an automatic bar to employment. Factors such as date of offense, seriousness and nature of the violation will be taken into account.

EMPLOYMENT HISTORY Provide the following information of your current and past employers, assignments or volunteer activities, starting with the most recent or attach your resume. Any gaps in employment must be explained in the comments section below.

Employer _____ Telephone _____ Dates Employed _____
Address _____
Starting job title _____ Beginning Salary \$ _____
Ending job title _____ Ending Salary \$ _____
Immediate Supervisor _____ May we contact for reference? _____
Reason for leaving _____
Summarize the type of work performed and job responsibilities _____

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Summarize the type of work performed and job responsibilities _____

Comments Including explanation of any gaps in employment _____

EDUCATIONAL BACKGROUND

List the last three schools attended, starting with the most recent.

School	Number of years completed	Degree/Diploma

REFERENCES

List name and telephone number of three business/work references who are not related to you and are not previous supervisors. If not applicable, list three school or personal references who are not related to you.

Name	Telephone	Number of years known

ADDITIONAL INFORMATION

List professional, trade, business or civic associations and any offices held.

Exclude memberships that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve national guard or any other similarly protected status.

Organization	Offices held

List special accomplishments, publications, awards, etc. or any other additional information you would like us to consider.

Exclude memberships that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve national guard or any other similarly protected status.

Please explain why you would like to be a member of the Golden West Team and what special skills you would bring to the position.

APPLICANT STATEMENT

I certify that all information I have provided in order to apply for and secure work with Golden West is true, complete and correct.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (1) cancel further consideration of this application, or (2) immediately discharge me from Golden West’s service, whenever it is discovered.

I expressly authorize, without reservation, Golden West, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from Golden West and still wish to be considered for employment, it will be necessary to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and Golden West reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of Golden West is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the Golden West’s executive director.

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard and that I will have to provide Golden West with a verifiable social security number. Furthermore, I understand that state law requires Golden West as an alternative care facility to perform criminal background checks on all employees prior to assuming duties and I understand that Golden West will request an arrest record from the Colorado Bureau of Investigation.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant _____ Date _____