



# EMPLOYMENT APPLICATION

Cedar Crest, Inc. fully subscribes to the principles of Equal Employment Opportunity. It is the policy of Cedar Crest, Inc. to provide employment, compensation, and other benefits related to employment based on qualifications without regard to: race, color, religion, national origin, age, gender, veteran status, disability, or any other basis prohibited by federal or state law. As an equal opportunity employer, this facility intends to comply fully with all federal and state laws, and the information requested on this application will not be used for any purpose prohibited by law. Disabled applicants may request any needed accommodation.

PLEASE PRINT

Date of Application: \_\_\_\_\_

Name: \_\_\_\_\_  
(First) (Last) (M.I.)

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Are you legally authorized to work in the U.S.?  YES  NO      Are you at least 18 years old?  YES  NO

Have you ever filed an application here before?  YES  NO If YES, how long ago? \_\_\_\_\_

Have you ever been employed here before?  YES  NO If YES, When? \_\_\_\_\_

List relatives or friends currently employed at Cedar Crest: \_\_\_\_\_

How did you hear about the position at Cedar Crest, Inc.?  
 Janesville Gazette  Jobnet  Friend/Relative  Other, Please list: \_\_\_\_\_

Position Applying for: \_\_\_\_\_ Salary Desired: \_\_\_\_\_

Will you accept:  Full time  Part time  Flex  Seasonal  Every other weekend  
(check all that apply)

Shift(s) you are available for work:  Days  PM's  Nights      Date available for Work: \_\_\_\_\_

Are you available to work:  Weekends & Holidays  Rotating shifts  On Call

Have you ever been convicted of any law violation other than a minor traffic violation in the past seven years?  
 YES  NO If Yes, Please explain: \_\_\_\_\_

Do you have any criminal charges currently pending against you:  YES  NO If yes, please explain: \_\_\_\_\_

Please note: Arrest and/or conviction record will only be considered if substantially related to the circumstances of the position.

**RECORD OF EDUCATION**

School Name & Location	# Years Attended	Course of Study	Did you Graduate?	List Diploma or Degree
High School				
Technical School or College				
Technical School or College				
Other				

**PROFESSIONAL LICENSES and/or CERTIFICATIONS**

Type: \_\_\_\_\_ State: \_\_\_\_\_ License No. \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Type: \_\_\_\_\_ State: \_\_\_\_\_ License No. \_\_\_\_\_ Expiration Date: \_\_\_\_\_

*C.N.A./LPN/RN must provide copy of license and C.N.A. Report Card from Blackhawk Technical College if available*

Please summarize any previously acquired skills and qualifications that would qualify you for the position(s) for which you are applying.

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**REFERENCES**

List 3 individuals (who are not relatives) whom we may contact for references.

NAME & RELATIONSHIP	COMPANY NAME & ADDRESS	TELEPHONE & E-MAIL (if available)

*Cedar Crest, Inc. is an equal opportunity employer*

**EMPLOYMENT EXPERIENCE**

List current and each and every past place of employment, beginning with your most recent employer.

**Failure to list all places of employment will be basis for rejecting your application.**

Employer \_\_\_\_\_ Phone \_\_\_\_\_

Address *City/State/Zip* \_\_\_\_\_

Position/Title \_\_\_\_\_ Supervisor's Name/Title \_\_\_\_\_

Start Date \_\_\_\_\_ End Date \_\_\_\_\_ Rate of Pay \_\_\_\_\_

Job Duties \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Employer \_\_\_\_\_ Phone \_\_\_\_\_

Address *City/State/Zip* \_\_\_\_\_

Position/Title \_\_\_\_\_ Supervisor's Name/Title \_\_\_\_\_

Start Date \_\_\_\_\_ End Date \_\_\_\_\_ Rate of Pay \_\_\_\_\_

Job Duties \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Employer \_\_\_\_\_ Phone \_\_\_\_\_

Address *City/State/Zip* \_\_\_\_\_

Position/Title \_\_\_\_\_ Supervisor's Name/Title \_\_\_\_\_

Start Date \_\_\_\_\_ End Date \_\_\_\_\_ Rate of Pay \_\_\_\_\_

Job Duties \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Employer \_\_\_\_\_ Phone \_\_\_\_\_

Address *City/State/Zip* \_\_\_\_\_

Position/Title \_\_\_\_\_ Supervisor's Name/Title \_\_\_\_\_

Start Date \_\_\_\_\_ End Date \_\_\_\_\_ Rate of Pay \_\_\_\_\_

Job Duties \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

**AUTHORIZATION AND CERTIFICATION**

Please read and initial each of the following statements. If you have a question regarding any of these statements, ask a Human Resources representative prior to initialing and signing the application. Your initials and signature verify that you have read, understand and agree to abide by these statements.

Initial:

\_\_\_\_\_ I authorize any person contacted to provide Cedar Crest, Inc. any and all information regarding my employment, education and other information concerning any of the subjects covered by the application which may include, but not be limited to, application of employment, performance evaluations, work records, excluding workers compensation if any, wage rates, supervisors' comments, results of any and all non-medical tests, disciplinary reports or letters, and complaints or allegations regarding any misconduct. I release and hold harmless Cedar Crest, Inc., their officers, agents and employees, and the person (s) providing the information from any liability related to the providing of this information.

Initial:

\_\_\_\_\_ I understand that after receiving a conditional offer of employment I may be required to successfully pass pre-employment and post-employment exams to gain employment or continue employment with Cedar Crest, Inc. I consent freely and voluntarily to participant in required drug tests and/or a pre-employment physical exam at a location selected by Cedar Crest, Inc, and consent to the release of the test results to Cedar Crest, Inc. I hereby release and hold harmless Cedar Crest, Inc, their officers, agents and employees, and the laboratory, their employees, agents and contractors from any liability whatsoever, arising from the drug tests and/or a pre-employment exam and decisions concerning employment based upon the results of the tests.

Initial:

\_\_\_\_\_ I authorize Cedar Crest, Inc., its officers, agents, and employees to conduct a background criminal check and, if applicable to the position for which I am applying, a check with the Department of Transportation prior to making a decision regarding employment. I release and hold harmless Cedar Crest, Inc., their officers, agents, and employees and the person(s) providing the information from any liability related to the performance or result of this check. I recognize that this information will be considered by Cedar Crest, Inc. only if it substantially releases to the position applied for.

Initial:

\_\_\_\_\_ If accepted for employment, I agree that my status as an employee depends upon my successful performance. I understand that just as I am free to resign at any time, Cedar Crest, Inc. reserves the right to terminate my employment at any time. All employees are considered at-will employees.

Initial:

\_\_\_\_\_ I agree to use such personal protective equipment and devices as may be required by Cedar Crest, Inc. and to comply with safety rules and requirements. In addition, I understand that Cedar Crest, Inc. maintains a workplace free from drugs, harassment and violence.

Initial:

\_\_\_\_\_ I understand that nothing contained in the application or any employee handbook, the granting of an interview, or an offer/acceptance of employment constitutes an employment contract. I understand that no representative of Cedar Crest, Inc. has the authority to make any assurances to the contrary.

I hereby certify that all statements made on or in connection with my application are true, complete and correct to the best of my knowledge and belief. I understand and agree that any misstatements or omissions of material fact subject me to disqualification or, if hired, dismissal.

Cedar Crest, Inc. is committed to the equality of opportunity for all people. It is the policy of Cedar Crest, Inc. to provide equal employment opportunities for all individuals on the basis of their skills, abilities and qualifications, without regard to race, color, national origin, religion, political affiliation, sex, age, disability, marital status, arrest or conviction record, sexual orientation, disabled veteran or covered veteran status, membership in the National Guard or any other reserve component of the United States or State military forces, use or nonuse of lawful products off the employer's premises during non-working hours, or any other non-merit factors, except where such factors constitute a bona fide occupational qualification.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date