



OFFICE USE ONLY	
	Last, FM
	Date PC
	Pos/Dep

## APPLICATION FOR EMPLOYMENT

United Zion Retirement Community (UZRC) is an equal opportunity employer. All personnel action including recruitment, hiring, training, compensation, promotion, benefits and termination are administered without regard to age, sex, race, color, religion, national origin, ancestry, disability or other characteristics, as prohibited by law. Reasonable accommodations will be made for handicapped employees to enable them to perform the duties outlined in their position description. Complaints of discrimination may be filed with the Bureau of Civil Rights Compliance Department of Public Welfare; The Pennsylvania Human Relations Commission; or the Office for Civil Rights, Department of Health and Human Services.

### Personal

Name (Last, First, MI) \_\_\_\_\_ Date \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Telephone \_\_\_\_\_ Mobile Telephone \_\_\_\_\_ Email \_\_\_\_\_

Position(s) for which you are applying: \_\_\_\_\_  Check if currently licensed or certified.

Were you previously employed by us:  No  Yes, When? \_\_\_\_\_

Are you legally eligible for employment in the USA?  Yes  No *(If hired, you will be required to submit proof of authorization to work in the United States).*

How did you learn of this position? (if referred, please list current employee's name) \_\_\_\_\_

Please indicate shifts/days of week(end)/and hours are you available for work *(Please be as detailed as possible):*

Full-Time  Part-Time  PRN  1<sup>st</sup> Shift  2<sup>nd</sup> Shift  3<sup>rd</sup> Shift

Other: \_\_\_\_\_

What is the best time and method of contacting you regarding this position? \_\_\_\_\_

### Record of Education

Name and Location of School	# Years Attended	Diploma or Degree and Year Received or Subjects Studied and GPA <i>(if known)</i>
High School		
College		
Trade, Business, or Other Educational Institution		

## Record of Experience

Please complete the following with your present and past employment history beginning with the most recent.

- For “Date”, it is important to include the month and year of employment dates, from your start date, to your last day of employment for each respective employer listed. For current employment, please write “present” as the “To” date.
- **If you have no previous employment history, please enter information of personal references, relationship, and contact information.**

Date (Month, Year)	Position Held	Name of Employer and Location	Reason For Leaving	Wage/ Salary
From				
To				

Date (Month, Year)	Position Held	Name of Employer and Location	Reason For Leaving	Wage/ Salary
From				
To				

Date (Month, Year)	Position Held	Name of Employer and Location	Reason For Leaving	Wage/ Salary
From				
To				

I certify that all information provided in this application is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my dismissal if discovered at a later date. I understand that if employed by United Zion Retirement Community (UZRC), employment is “at will” and may be terminated at anytime, with or without cause, by me or my employer. I also understand that neither this application nor any communication by a management representative is intended to create or creates a contract for employment or a guarantee of benefits.

I understand that, as a part of the application process, if I am applying to work as a Certified Nursing Assistant, UZRC will verify with the state(s) nurse’s aide registry, my competence and certification as a nurse’s aide and may obtain any and all information contained in the registry for use in evaluating my application for employment.

I hereby authorize UZRC to verify all information provided on the application and/or in the interview, as well as contacting my former employers and references. I hereby release UZRC and others providing such information from all liability whatsoever resulting from the disclosure of such information. If an offer of employment is made, I understand that it will be contingent upon passing the physical examination, drug testing, criminal records and/or FBI background check, and successful completion of all required employment documentation and testing for tuberculosis.

NOTICE: UZRC will make reasonable accommodations for disabled individuals.

I certify that I do not have a history of or conviction for violent crime or a record of abusing clients and that I have not been dismissed from employment due to abusing clients or residents.

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

**Prohibitive Offenses Contained in Act 169 of 1996 as Amended by Act 13 of 1997 Criminal Offense**

<b>Offense Code</b>	<b>Prohibitive Offense</b>	<b>Type of Conviction</b>	<b>Offense Code</b>	<b>Prohibitive Offense</b>	<b>Type of Conviction</b>
CC2500	Criminal Homicide	Any	CC3901	Theft	
CC2502A	Murder I	Any	CC3921	Theft By Unlawful Taking	
CC2502B	Murder II	Any	CC3922	Theft By Deception	
CC2502C	Murder III	Any	CC3923	Theft By Extortion	
CC2503	Voluntary Manslaughter	Any	CC3924	Theft By Property Lost	
CC2504	Involuntary Manslaughter	Any	CC3925	Receiving Stolen Property	
CC2505	Causing or Aiding Suicide	Any	CC3926	Theft of Services	
CC2506	Drug Delivery Resulting in Death	Any	CC3927	Theft By Failure to Deposit	
CC2702	Aggravated Assault	Any	CC3928	Unauthorized Use of a Motor Vehicle	Any One (1) Felony or
CC2901	Kidnapping	Any	CC3929	Retail Theft	Two (2) Misdemeanors
CC2902	Unlawful Restraint	Any	CC3929.1	Library Theft	within the 3900 Series
CC3121	Rape	Any	CC3929.2	Unlawful Possession of Retail or Library Theft Instruments	
CC3122.1	Statutory Sexual Assault	Any	CC3929.3	Organized Retail Theft	
CC3123	Involuntary Deviate Sexual Intercourse	Any	CC3930	Theft of Trade Secrets	
CC3124.1	Sexual Assault	Any	CC3931	Theft of Unpublished Dramas or Musicals	
CC3125	Aggravated Indecent Assault	Any	CC3932	Theft of Leased Properties	
CC3126	Indecent Assault	Any	CC3933	Unlawful Use of a Computer	
CC3127	Indecent Exposure	Any	CC3934	Theft from a Motor Vehicle	
CC3301	Arson and Related Offenses	Any	CC5902B	Promoting Prostitution	Felony
CC3502	Burglary	Any	CC5903C	Obscene or Other Sexual Materials to Minors	Any
CC3701	Robbery	Any	CC5903D	Obscene or Other Sexual Materials	Any
CC4101	Forgery	Any	CC6301	Corruption of Minors	Any
CC4114	Securing Execution of Documents by Deception	Any	CC6312	Sexual Abuse of Children	Any
CC4302	Incest	Any	CS13A12	Acquisition of Controlled Substance by Fraud	Felony
CC4303	Concealing Death of a Child	Any	CS13A14	Delivery by Practitioner	Felony
CC4304	Endangering Welfare of a Child	Any	CS13A30	Possession with Intent to Deliver	Felony
CC4305	Dealing in Infant Children	Any	CS13A35 (i),(ii), (iii)	Illegal Sale of Non-Controlled Substance	Felony
CC4952	Intimidation of Witnesses or Victims	Any	CS13A36	Designer Drugs	Felony
CC4953	Retaliation Against Witness or Victim	Any	CS13Axx*	Any Other Felony Drug Conviction appearing on a PA Rap Sheet	Felony

Have you ever been excluded from participating in government healthcare programs? No Yes

I certify I have no conviction of the above items: \_\_\_\_\_ Date: \_\_\_\_\_