



433 South Kinzer Avenue • New Holland, PA 17557-9360
Phone: (717) 355-6000 • Fax: (717) 355-6006
www.gardenspotvillage.org

APPLICATION FOR EMPLOYMENT

Please complete this application in pen or type

Position Desired _____ Date of Application _____

Name _____ Email _____
Last First Middle

Address _____
Street City State Zip Code

County _____ Township / Borough _____

Have you been a resident of the Commonwealth of Pennsylvania for at least 2 years immediately proceeding the date of this application? Yes ___ No ___ (If no list the date of residency in PA) _____

Telephone No. Home (____) _____ Business (____) _____

May we call you at work? Yes ___ No ___ Alternate Phone No. (____) _____

Best time to call you at either: Home _____ Business _____

Are you 18 years of age or over? Yes ___ No ___

An offer of employment is contingent upon satisfactory proof of your authorization to work in the United States.
Are you legally eligible for employment in the United States? Yes ___ No ___

Have you ever been convicted of an offense which involved abusing, neglecting, or mistreating individuals or a felony in a court of law or convicted through a court martial? Yes ___ No ___

Do you have any history of violent crime, conviction for violent crime or have you ever been dismissed from employment due to abuse of residents or fellow employees? Yes ___ No ___

All applicants are required, as a condition of employment, to have a criminal history report performed.
Conviction of one or more of the crimes listed in the Older Adult Protective Services Act may result in a denial of employment

Do you have relatives employed at Garden Spot Village? Yes ____ No ____

If yes, relationship of that person? _____

Position(s) applied for: 1. _____ 2. _____

Minimum salary requirement: \$ _____

Status desired: Full time ____ Part time ____ Flex-pool ____ Temporary ____

Shift desired: 1st ____ 2nd ____ 3rd ____ other ____

If your application is considered favorable, on what date would you be available to begin employment?

EDUCATION AND TRAINING:

SCHOOL	NAME	DIPLOMA YES / NO	DEGREE YES / NO
High School			
College			
College			
Tech School			
Other			

Professional Licensure _____ State _____ Expiration Date _____

Certification/Registration _____ State _____ Expiration Date _____

Use this space to explain or comment on any section of the application or to describe any special training or experience which qualifies you for work you wish to do.

REFERRED BY:

Ad in newspaper or other publication (Name of Paper): _____

Friend: _____ Walk-in: _____ Other: _____

EMPLOYMENT HISTORY

Employment: List present or last employer first.

May we contact your present employer? Yes ____ No ____

Employer _____ Address _____ Telephone _____

Position _____ Dates of Employment: from _____ to _____

Salary _____ Supervisor _____

Duties: _____

Reason for leaving or Desiring change _____

Employer _____ Address _____ Telephone _____

Position _____ Dates of Employment: from _____ to _____

Salary _____ Supervisor _____

Duties: _____

Reason for leaving or Desiring change _____

Employer _____ Address _____ Telephone _____

Position _____ Dates of Employment: from _____ to _____

Salary _____ Supervisor _____

Duties: _____

Reason for leaving or Desiring change _____

If you wish to describe additional work experience, attach the above information for each position on a separate paper.

Explain any gaps in work history: _____

Have you ever been discharged or asked to resign from a job? Yes ____ No ____

If yes, explain _____

MILITARY EXPERIENCE:

Have you served in the U.S. Armed Forces? Yes ____ No ____ If yes, what branch? _____

Dates of duty: From _____ to _____ Rank at separation _____

Briefly describe your duties _____

PERSONAL REFERENCES:

Name (No Relatives) _____ Address / Email Address / Telephone Number _____ Occupation _____

1. _____

2. _____

3. _____

PERSON TO BE NOTIFIED IN CASE OF EMERGENCY:

Name: _____ Relationship: _____

Address: _____ Home phone: _____

_____ Work phone: _____

Garden Spot Village is an equal opportunity employer and, in conformity with applicable laws, does not discriminate with regard to race, color, creed, national origin, ancestry, age, sex, handicap, disability, veteran status, or other status protected by law.

Please Note: Garden Spot Village is a Non-Smoking Campus.

READ CAREFULLY AND SIGN

I certify that facts given herein are true and complete to the best of my knowledge. I understand that any omission or false statements on this application or interviews shall be considered sufficient cause for rejection of my application or dismissal of my employment.

I authorize and request the release of reference information from persons, employers, and /or school contacts by Garden Spot Village including investigation of all statements contained in this application as may be necessary in arriving at an employment decision.

Garden Spot Village requires and employment shall be contingent upon passing a medical examination of the applicant selected for possible employment. Failure to submit to the physical examination will result in denial of employment. I understand that I am required to abide by all the rules and regulations of Garden Spot Village.

I understand that no provision of the application, interviews, and/or other Garden Spot Village policies are intended to create an employment contract between Garden Spot Village and myself for either employment or the providing of any benefit. If an employment relationship is established, I understand that I have the right to terminate my employment at anytime and that Garden Spot Village retains a similar right.

Signature of Applicant _____ Date _____

___ I fully understand the terms and conditions of this document and agree to them in full.

EMPLOYER USE ONLY

Interviewed by: _____ Employed: Yes _____ No _____

Job Class: _____

Start Date: _____ Position: _____ Status: _____ Salary _____

Department: _____

Authorization: _____ Date: _____

Remarks:

