



Seven Acres Jewish Senior Care Services
6200 N. Braeswood, Houston, TX 77074

EMPLOYMENT PROCESSING

THIS FORM MUST BE COMPLETED IN ORDER TO PROCESS YOUR APPLICATION

PLEASE PRINT:

First Name	Middle	Last	Maiden
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Date of Birth	Social Security Number
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Race/Ethnicity	_____ Male	_____ Female
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Signature	Date
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Seven Acres Jewish Senior Care Services Employment Application

APPLICANT NAME _____
PLEASE PRINT CLEARLY AND LEGIBLY

POSITION APPLYING FOR _____

Dear Applicant:

Thank you for your interest in Seven Acres Jewish Senior Care Services. We are interested in your qualifications, experience and abilities. A clear understanding of your background and work history will aid us in placing you in the position that best meets your qualifications and may assist us in future upgrades of your position.

Seven Acres Jewish Senior Care Services is an Equal Opportunity Employer and is committed to providing employment opportunities for all persons regardless of race, color, creed, religion, sex, age, disability or national origin.

AUTHORIZATION

I hereby authorize Seven Acres Jewish Senior Care Services to conduct such investigation of my application for employment as may be necessary to determine its authenticity and to verify previous employment, education and medical history. I authorize all persons who may have information relevant to this investigation to disclose it to Seven Acres Jewish Senior Care Services or its authorized agent, and I release all persons from liability and any resultant damage that may arise on account of such disclosure.

I understand that any offer, verbal or written, of employment by any authorized agent of Seven Acres Jewish Senior Care Services is effective only after the receipt of satisfactory employment references, the satisfactory completion of job-related employment testing and the lack of arrest or conviction records.

I agree that an electronic or photographic copy of this authorization is as valid as the original.

Signature

Date

Please Note: Applications without correct home phone numbers and former employer phone numbers cannot be processed. All references and employers will be contacted.

Seven Acres believes in a drug free workplace. All applicants are required to take an employment drug test. You need not apply if you use illegal drugs.

Rev. 6/17

Seven Acres Jewish Senior Care Services

Employment Application

Last Name	First Name	Middle	Maiden
Street Address	Apt. #	City	State Zip
Mobile Phone Number _____ Home Phone Number _____		Email Address _____ <i>Please print clearly</i>	
Expected Rate of Pay _____		Social Security No. _____ <i>Applications will not be processed without a complete social security number</i>	
Days Available <i>please circle</i> Monday Tuesday Wednesday Thursday Friday Saturday Sunday <i>Weekends are a requirement for most positions. Please review Job Posting board. Only applicants meeting all job requirements will be considered.</i>			
Shift Available <i>please circle</i> 6:30am-3pm 2:30pm-11pm 10:30pm-7am Other _____			
Date Available to Begin Work _____			
Referral Source ___Houston Chronicle ___JobSparx ___Indeed ___Monster ___Walk-In ___Relative/Friend _____ ___Other _____ <i>Name of Referral</i> <i>please specify</i>			
Have you ever been employed with us before? ___Yes ___No If yes, give hire date and termination date: _____ Position _____			
Position Desired _____		Full Time Part Time	
How many years of experience do you have? _____		<i>please circle</i>	
If applying for a Nursing or Nurse Aide position: License/Certificate Number _____ State _____			
Are you currently employed? ___Yes ___No May we contact your current employer? ___Yes ___No			
Do you have any relatives working here? ___Yes ___No If so, who? _____ Relationship _____			
Are you a U.S. citizen? ___Yes ___No If no, are you legally eligible for employment in the U.S.? ___Yes ___No			
Other experience, qualifications relative to the job you are applying for. If applying for a Clerical position, state Typing and Shorthand WPM: _____ _____ _____			
		Course of Study	Graduation Date
College	Name:		
	City/State:		
High School	Name:		
	City/State:		
Grade School	Name:		
	City/State:		
Other	Name:		
	City/State:		

Employment History

THIS SECTION MUST BE COMPLETED.

Please give accurate, complete, full-time and part-time employment record.
Start with present or most recent employer. Explain any gaps in employment.
CORRECT PHONE NUMBER MUST BE PROVIDED FOR ALL EMPLOYERS
EACH EMPLOYER WILL BE CONTACTED FOR REFERENCE.

ATTENTION APPLICANT: IF YOU DO NOT HAVE A RECORD OF EMPLOYMENT YOU MUST PROVIDE TWO PERSONAL REFERENCES (NAME AND PHONE NUMBER). THESE INDIVIDUALS SHOULD NOT BE RELATED TO YOU.

Current or Last Employer Name				Telephone Number	
Address	City	State	Zip	Employment Dates From _____ To _____	
Job Title:				Rate of Pay Start _____ Last _____	
Job Duties:				Reason for Leaving	
Supervisor Name:					

Employer Name				Telephone Number	
Address	City	State	Zip	Employment Dates From _____ To _____	
Job Title:				Rate of Pay Start _____ Last _____	
Job Duties:				Reason for Leaving	
Supervisor Name:					

Employer Name				Telephone Number	
Address	City	State	Zip	Employment Dates From _____ To _____	
Job Title:				Rate of Pay Start _____ Last _____	
Job Duties:				Reason for Leaving	
Supervisor Name:					

Employer Name				Telephone Number	
Address	City	State	Zip	Employment Dates From _____ To _____	
Job Title:				Rate of Pay Start _____ Last _____	
Job Duties:				Reason for Leaving	
Supervisor Name:					

U.S. ARMED FORCES SERVICE

Branch of Service	Period of Active Duty From To	Date of Final Discharge	Rank at Discharge
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Are you in the Reserve? Yes No Active Inactive

Describe your service duties and any special training you received.

rHave you ever been convicted of a felony or misdemeanor other than a minor traffic violation which resulted only in a fine? Yes No (Such a conviction may be relevant if job related)

Employment is contingent upon an acceptable Criminal History Report.

Safety

Seven Acres considers your *safety*, the *safety* of fellow employees, residents and of visitors as an important part of your job. If employed by Seven Acres, will you perform all job tasks with constant attention to safety and accident prevention? Yes No

The information provided in this Application for Employment is true, correct and complete. If employed, any misstatement or omission of fact on this application may result in my dismissal. I understand that acceptance of an offer of employment does not create a contractual obligation upon Seven Acres Jewish Senior Care Services to continue to employ me in the future.

I understand that Seven Acres Jewish Senior Care Services is required to conduct a criminal conviction check by state law. Any offer of employment is considered temporary pending the results of the criminal conviction check.

I understand any offer of employment is contingent upon my compliance with the federal immigration laws.

I understand that I may be required to submit to a post-employment physical examination based on the position offered. My employment is contingent on my ability to safely and productively perform the job's essential functions as detailed in the position description in accordance with the physical examination results and the Americans With Disabilities Act.

My signature below indicates that I have read and understand the above statements.

Signature

Date

Print Name

Please submit employment application to: Human Resources at hr@sevenacres.org or by fax to 713.778.5710