

**CIRCLE THE PREFERRED COLUMBIA COTTAGE LOCATION
 WYOMISSING, COLLEGEVILLE, HERSHEY, HANOVER**

**** EMPLOYMENT APPLICATION ****

Date of Employment Application _____

Name _____ Tel No _____
 (First) (Middle) (Last)

Address _____ City _____ Zip _____

Primary Email Address _____

We do not consider applicants who are not applying for a specific job opening. Also, we do not consider applicants who do not meet the minimum qualifications for the job.

Please fill out application in its entirety. Do not leave any blank spaces and do not write, "See attached resume" in job history area. All areas must be completely filled out.

POSITION DESIRED:

- ____ Resident Service Director/Coordinator
 Hands-on manager, supervises homemakers; coordinates with health care providers, leads recreation programs, provides personal care services. RN/RWD, experienced EMT/CMA/CNA/HHA
- ____ Homemaker (personal care assistant)
 Provide personal care, housekeeping, wait staff services. EMT/CMA/CNA/HHA
- ____ Food Service Director/Coordinator
 Purchases, prepares and cleans up after home-style meals.

Date Available for Employment _____

WORK SCHEDULE DESIRED: check all that apply:

Full Time ____ Day ____ Night ____ Weekday ____
 Part Time ____ Evening ____ Weekend ____

Do you have any physical impairment or medical condition that may limit your work performance? Yes ____ No ____ If yes, describe such condition _____

Are you a U.S. Citizen? Yes ____ No ____

Are you related by blood or marriage to any person currently employed by the Cottage? Yes ____ No ____

Were you previously employed by Columbia Cottage? No ____ If Yes, when _____

EDUCATION:

	Name	City/State	Major	Year Grad	Last Year Completed				Graduated	
High School	_____	_____	_____	_____	10	11	12	Y	N	
Bus/Trade	_____	_____	_____	_____				Y	N	
College	_____	_____	_____	_____	1	2	3	4	Y	N

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WORK EXPERIENCE: Former employers, provide the 5 most recent, beginning with most recent/current

1. Name _____
Address _____
City/State _____ Zip _____
Tel No _____ Fax Tel No. _____
Duties _____

Supervisor Name _____ Title _____
Starting Date _____ Ending Date _____
Starting Salary _____ Ending Salary _____

Reason for Leaving: _____

2. Name _____
Address _____
City/State _____ Zip _____
Tel No _____ Fax Tel No. _____
Duties _____

Supervisor Name _____ Title _____
Starting Date _____ Ending Date _____
Starting Salary _____ Ending Salary _____

Reason for Leaving: _____

3. Name _____
Address _____
City/State _____ Zip _____
Tel No _____ Fax Tel No. _____
Duties _____

Supervisor Name _____ Title _____
Starting Date _____ Ending Date _____
Starting Salary _____ Ending Salary _____

Reason for Leaving: _____

4. Name _____
Address _____
City/State _____ Zip _____
Tel No _____ Fax Tel No. _____
Duties _____

Supervisor Name _____ Title _____
Starting Date _____ Ending Date _____
Starting Salary _____ Ending Salary _____

Reason for Leaving: _____

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5. Name _____
Address _____
City/State _____ Zip _____
Tel No _____ Fax Tel No. _____
Duties _____

Supervisor Name _____ Title _____
Starting Date _____ Ending Date _____
Starting Salary _____ Ending Salary _____

Reason for Leaving: _____

LICENSES HELD, SPECIALIZED TRAINING, ETC.: _____

INTERESTS/HOBBIES: _____

GREATEST ACHIEVEMENT: _____

WHAT DO YOU FEEL IS YOUR BEST SKILL/ABILITY: _____

PERSONAL REFERENCES:

	<u>Name & Address</u>	<u>Tel No</u>	<u>Relationship</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____

I have been a Pennsylvania resident for the past two consecutive years. Yes___ No___

The information I have provided in this Application for Employment is true, correct and complete. False, incomplete or misrepresented information of any kind will be sufficient cause for, if discovered after I am employed, immediate termination of my employment.

Signature of Applicant

Date

This application must be filled out completely, signed and dated.