



## Employment Application

### References

Please list three professional references

Full Name \_\_\_\_\_ Relationship \_\_\_\_\_  
Company \_\_\_\_\_ Phone (    ) \_\_\_\_\_  
Address \_\_\_\_\_

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Full Name \_\_\_\_\_ Relationship \_\_\_\_\_  
Company \_\_\_\_\_ Phone (    ) \_\_\_\_\_  
Address \_\_\_\_\_

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Full Name \_\_\_\_\_ Relationship \_\_\_\_\_  
Company \_\_\_\_\_ Phone (    ) \_\_\_\_\_  
Address \_\_\_\_\_

### Previous Employment

Company \_\_\_\_\_ Phone (    ) \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_  
Responsibilities: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
May we contact your previous supervisor for a reference? Yes \_\_\_ No \_\_\_

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Company \_\_\_\_\_ Phone (    ) \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_  
Responsibilities: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
May we contact your previous supervisor for a reference? Yes \_\_\_ No \_\_\_

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Company \_\_\_\_\_ Phone (    ) \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_  
Responsibilities: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
May we contact your previous supervisor for a reference? Yes \_\_\_ No \_\_\_

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**Employment Application**

**Military Service**

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_  
If other than honorable, explain: \_\_\_\_\_

**Disclaimer and Signature**

*I certify that my answers are true and complete to the best of my knowledge.  
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**POLICY AND PROCEDURE ON PERSONS SEEKING EMPLOYMENT AT SHELBY VILLA**

I, \_\_\_\_\_ have been informed of my responsibility to disclose any prior criminal history to Shelby Villa upon application of employment. If there is such a history, the applicant will not be allowed to work in contact with residents until and unless a check of applicant’s criminal record allows that no such conviction occurred.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**PRE-EMPLOYMENT DRUG TESTS**

I understand that there will be a pre-employment drug and alcohol test prior to my starting employment and that random drug and alcohol test will be performed during my employment while employed at the Shelby Villa.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**