

**TO APPLICANT:** This application will be given consideration, but its receipt by Willow Towers does not imply or guarantee employment. All persons shall have the opportunity to be considered for employment without regard to their race, color, religion, ancestry, citizenship status, sexual orientation, arrest records or any other characteristic protected by applicable federal, state or local laws. Willow Towers will attempt to make a reasonable accommodation to the known physical or mental limitations of a qualified applicant or employee with a disability unless the accommodation would impose an undue hardship on the operation of our business. If you require such assistance to complete this form, to participate in an interview or to perform a job, please let us know.

**PERSONAL DATA:** (Please Print)

Today's Date: \_\_\_\_\_

Full Name (no abbreviations) \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State/Zip \_\_\_\_\_  
 Telephone \_\_\_\_\_ Social Security # \_\_\_\_\_  
 E-mail: \_\_\_\_\_

**EMPLOYMENT INFORMATION**

Position Applied For \_\_\_\_\_ Min. Salary Requested \_\_\_\_\_

Type of Employment Desired:  Full-Time  Part-Time  Per Diem

Availability: Days: M Tu W Th F Sa Su Hours: \_\_\_\_\_

When can you report for work? As of (date) \_\_\_\_\_

Were you previously employed by us?  Yes  No

If yes, please list dates/position(s) \_\_\_\_\_

If you are under 18-years old, can you provide proof of your eligibility to work?  Yes  No

If hired, will you be able to provide proof of your eligibility to work in the United States?  Yes  No

Do you have any friends or relatives employed at Willow Towers?  Yes  No

If yes, please list name(s) & relationship to you. \_\_\_\_\_

Have you ever been certified as a Nursing Assistant in any state?  Yes  No

If yes, please list all states in which you have ever been certified. \_\_\_\_\_

Have you ever been convicted of a crime – misdemeanor or felony? (excluding traffic violations)  Yes  No

Conviction will not necessarily be a bar to employment. If yes, please explain: \_\_\_\_\_

**EDUCATION & TRAINING**

Circle highest grade completed: 5 6 7 8 9 10 11 12  
 College 1 2 3 4 Graduate 1 2 3 4

Degree or Licenses held: \_\_\_\_\_

SCHOOL	NAME & LOCATION	FROM (month/year)	TO (month/year)	GRADUATED?	DEGREE	MAJOR &/or AREA of STUDY
Elementary				<input type="checkbox"/> Yes <input type="checkbox"/> No		
High School				<input type="checkbox"/> Yes <input type="checkbox"/> No		
Trade/Professional				<input type="checkbox"/> Yes <input type="checkbox"/> No		
College				<input type="checkbox"/> Yes <input type="checkbox"/> No		
Graduate				<input type="checkbox"/> Yes <input type="checkbox"/> No		
Other				<input type="checkbox"/> Yes <input type="checkbox"/> No		

The following is required for RN, LPN positions

License # \_\_\_\_\_

for CNA positions

Certification # \_\_\_\_\_

**EMPLOYMENT HISTORY**

Please list your employment history below, beginning with your current or most recent employer. Please complete all information on this form; stating "See Resume" is not sufficient to consider your application complete.

Company Name			Specific Duties		
Street Address					
City & State			Telephone		
Dates Employed	From	To	Starting Salary		Ending Salary
Hired as (starting Job Title)			Supervisor's Name & Title		Reason for Leaving
Current or Last Job Title			Supervisor's Name & Title		

Company Name			Specific Duties		
Street Address					
City & State			Telephone		
Dates Employed	From	To	Starting Salary		Ending Salary
Hired as (starting Job Title)			Supervisor's Name & Title		Reason for Leaving
Last Job Title			Supervisor's Name & Title		

Company Name			Specific Duties		
Street Address					
City & State			Telephone		
Dates Employed	From	To	Starting Salary		Ending Salary
Hired as (starting Job Title)			Supervisor's Name & Title		Reason for Leaving
Last Job Title			Supervisor's Name & Title		

**MILITARY SERVICE**

Have you ever served in the Armed Forces of the United States?  Yes  No

If yes, which branch of service? \_\_\_\_\_ Dates of service: \_\_\_\_\_

**LANGUAGE & OTHER SKILLS**

Please list any languages (other than English) that you can speak.

Please list the computer systems and software you have experience with &/or any other experience, skills or qualifications that you feel would especially qualify you to work with Willow Towers.

**APPLICANT'S ACKNOWLEDGEMENT**

I have read and fully understand the questions asked in this application. I certify that all answers given by me are true, accurate and complete. I understand that false, misleading or incomplete information given in my application or in any interview will be sufficient grounds for rejection of my application or the withdrawal of any outstanding job offers; or, if employed, for dismissing me from employment. I authorize Willow Towers to contact all my employment references and to inquire about, investigate and obtain copies of any records that relate to me from my former employers and educational institutions I have attended. I authorize Willow Towers to secure additional, job-related information about me, including background &/or credit investigations. I hereby release Willow Towers, as well as any person or institution that provides Willow Towers with any information about me, from any and all liability whatsoever resulting from any such inquiry, investigation or communication.

If hired, I agree to abide by all company rules and investigations. I understand and agree that nothing in this application shall constitute a contract or guarantee of employment. I also understand that, if employed, my employment may be terminated with or without notice at any time at the will of either Willow Towers or myself. I further understand that no representative or agent of Willow Towers has the authority to enter into any agreement of employment, whether expressed or implied, or to make any agreement contrary to the foregoing. In addition, I understand that Willow Towers shall have the maximum discretion permitted by law to administer, interpret, modify, discontinue, enhance or otherwise change all policies, procedures, benefits or other terms and conditions of employment.

Applicant's Name (print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_