

COVINGTON LADIES HOME
Employment Application

FOR THIS TYPE OF EMPLOYMENT STATE LAW REQUIRES
A CRIMINAL RECORD CHECK INCLUDING FINGERPRINTING AND
A CLEAR RECORD ON THE STATE NURSE AIDE REGISTRY
AS A CONDITION OF EMPLOYMENT

Thank you for choosing Covington Ladies Home as a place where you would like to work. We have very high standards applicants must meet before they can become our employee. Our present employees are a very vital part of our organization and have been selected by these same high standards.

Covington Ladies Home is an equal opportunity employer providing the same employment opportunities to all applicants regardless of race, color, age, religion, sex, marital status, national origin, or mental or physical handicap/disability, or veteran status.

By applying for employment, you agree to comply with the policies of the organization, if hired, and you specifically agree to the following policies as confirmed by your signature below.

You provide the right for Covington Ladies Homes to conduct a full and thorough investigation into your background relative to previous employment, medical history, personal history, and any additional information deemed relevant by Covington Ladies Home. Anyone listed on Abuse Registry will be excluded from employment. Certain and/or numerous criminal convictions will exclude one from employment at CLH. A Drug Screen will be required for employment.

Any misrepresentation or omission of important facts as so deemed by Covington Ladies Home in this application will disqualify you and will result in your discharge, if hired, upon discovery.

If hired, Covington Ladies Home has the right to terminate your employment at any time and you have the right to resign at any time.

This employment application is considered active for ninety (90) days following the date of completion of the application.

I have read, I understand, and I agree to the above.

PRINT NAME

SIGNATURE

DATE OF APPLICATION

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EDUCATIONAL BACKGROUND

Provide the requested information on each of the following:

School Name/location	Years Completed	Course	Did you graduate?
Grade School _____			Y N
High School _____			Y N
College/Grad School _____			Y N
Specialized Education _____			

List any licenses, seminars, workshops, training courses, etc. you have or have participated in which would help qualify you for employment with our organization:

WORKPLACE REFERENCES

List 3 individuals you have worked with/for (not related to you)

Name	Company	Occupation	Phone
1. _____			
2. _____			
3. _____			

PERSONAL REFERENCES

List 3 individuals that you know personally (not related to you, not listed above)

Name	Company	Occupation	Phone
1. _____			
2. _____			
3. _____			

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EMPLOYMENT HISTORY

Please provide the requested information on your last 10 years of employment- beginning with your current or most recent employer. Use the back if additional space is required.

EMPLOYER: _____

ADDRESS: _____

EMPLOYED FROM _____ TO _____ LAST PAY RATE _____

JOB TITLE _____ SUPERVISOR _____

WHY DID YOU LEAVE OR WHY DO YOU PLAN TO LEAVE? _____

WHAT DID/DO YOU LIKE MOST ABOUT YOUR JOB? _____

EMPLOYER: _____

ADDRESS: _____

EMPLOYED FROM _____ TO _____ LAST PAY RATE _____

JOB TITLE _____ SUPERVISOR _____

WHY DID YOU LEAVE OR WHY DO YOU PLAN TO LEAVE? _____

WHAT DID/DO YOU LIKE MOST ABOUT YOUR JOB? _____

EMPLOYER: _____

ADDRESS: _____

EMPLOYED FROM _____ TO _____ LAST PAY RATE _____

JOB TITLE _____ SUPERVISOR _____

WHY DID YOU LEAVE OR WHY DO YOU PLAN TO LEAVE? _____

WHAT DID/DO YOU LIKE MOST ABOUT YOUR JOB? _____

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What duties did you perform best for the above employers? _____

Did you ever receive reprimands from these employers? _____

If yes, explain _____

Please explain any gaps in your employment history.

Is there anything else you would like us to know about you or your work history?

THANK YOU FOR APPLYING FOR A POSITION AT

COVINGTON LADIES HOME