

6401 Auburn Drive
Virginia Beach, VA 23464



757-420-2512
Fax 757-424-0657

Please Print

Position applied for: _____

Employment Application

Notice to Applicant: The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, creed, religion, sex, or national origin. Federal laws also prohibit other types of discrimination, such as age, citizenship, disability, veteran status, attainment of benefits, or participation in union activities. The laws of many states and localities also prohibit some or all of these types of discrimination, as well as prohibiting additional types of discrimination, such as discrimination based on ancestry, parental or marital status, sexual orientation, or source of income.

Instructions: Complete all necessary information. You may be asked to provide additional information on another form. Please ask for assistance with this application, if needed. This application will be kept on file for six (6) months. It is to your advantage to periodically check to keep it current and active.

PERSONAL

Name: _____ Date: _____
Street Address _____ Social Security # _____
City _____ State _____ Zip Code _____
Home Phone # (_____) _____ Business or Cell Phone # _____ Extension # _____

QUESTIONS

Are you legally eligible for employment in the United States? Yes No (If yes, proof is required)
Are you of legal age to work in the United States? Yes No Are you under age 18? Yes No
Have you been employed at Beth Sholom before? No Yes, if yes, dates of employment: _____
Department _____ Position _____
Is any friend or member of your family currently employed by Beth Sholom? Yes No
If, yes, give name and relationship to you: _____
Have you ever been convicted, pled guilty to or pled no contest to the violation of any federal, state, or other law constituting a felony or misdemeanor excluding traffic violations, except convictions for driving while intoxicated (DUI)? Yes No
If yes, describe: _____
Shift preferred Days Evenings Nights Any
Salary desired _____ Hours desired: Full Time Part Time PRN / As Needed
Date available for work _____

Educational Background

School Name	School Address	Course of Study	Did you graduate?	Degree or Diploma
High School			<input type="checkbox"/> Yes <input type="checkbox"/> No Grade Completed: _____	
College			<input type="checkbox"/> Yes <input type="checkbox"/> No Year Completed: _____	
Graduate School			<input type="checkbox"/> Yes <input type="checkbox"/> No Year Completed: _____	
Vocational/Training			<input type="checkbox"/> Yes <input type="checkbox"/> No Year Completed: _____	

Verification of your education is required prior to appointment to the position.

Please continue on reverse side of application.

EMPLOYMENT HISTORY

Describe in detail all work experience beginning with your present or most recent job. Include self-employment, military, volunteer, summer work, internships, and periods of unemployment. Be sure to indicate whether employment was full-time or part-time, and if part-time, state the average number of hours worked per week. Incomplete information will result in the disqualification of your application. Beth Sholom must be able to verify at least two (2) previous employers.

May we contact your present employer? Yes No

Present Employer:		Address:		Phone:	
Job Title:		Name of Supervisor		Phone:	
Date (mo/yr): Employed:		Starting Salary:		per	Hour/Annual
Date (mo/yr): Separated:		Ending Salary:		per	Hour/Annual
Reason for leaving (Be specific):					
Job Duties (Be specific):					
Number Supervised by you:					
Full Time:		Years/Months: _____			
Part Time:		Years/Months: _____			
If part-time, number of hours per week:					

1st Previous Employer:		Address:		Phone:	
Job Title:		Name of Supervisor		Phone:	
Date (mo/yr): Employed:		Starting Salary:		per	Hour/Annual
Date (mo/yr): separated:		Ending Salary:		per	Hour/Annual
Reason for leaving (Be specific):					
Job Duties (Be specific):					
Number Supervised by you:					
Full Time:		Years/Months: _____			
Part Time:		Years/Months: _____			
If part-time, number of hours per week:					

2nd Previous Employer:		Address:		Phone:	
Job Title:		Name of Supervisor		Phone:	
Date (mo/yr): Employed:		Starting Salary:		per	Hour/Annual
Date (mo/yr): separated:		Ending Salary:		per	Hour/Annual
Reason for leaving (Be specific):					
Job Duties (Be specific):					
Number Supervised by you:					
Full Time:		Years/Months: _____			
Part Time:		Years/Months: _____			
If part-time, number of hours per week:					

MILITARY

Branch of Service:	
Active Duty Dates:	
Entry Rank:	
Discharge Rank:	
Type of Discharge:	

IF CLAIMING VETERAN'S PREFERENCE, PLEASE SUBMIT A COPY OF DD214

LICENSES/CERTIFICATIONS

License/Certification #:	
Expiration Date:	
CPR Certification:	
Expiration Date:	
First Aide Certification:	
Expiration Date:	

REFERENCES

List individuals familiar with your capabilities. (Do not list relatives or supervisors previously noted under employment)

NAME	YEARS KNOWN	ORGANIZATION POSITION	HOME/BUSINESS ADDRESS	HOME/BUSINESS PHONE

EMERGENCY CONTACT

Name:	
Relationship:	
Telephone Number:	
Address:	
City, St & Zip code	

STATEMENT OF UNDERSTANDING

The Virginia Privacy Protection Act of 1976 requires that we inform you of the following information.

1. The Information on the Application for Employment form will be used to determine your eligibility for employment with Beth Sholom Village. Other access to this information will be limited to regulatory agencies and the courts, upon request, for legal proceedings.
2. You are not required by law to furnish this information. However, if you do not furnish the information requested, we will have no data on which to determine your eligibility and will, therefore, be unable to refer you for employment.

CERTIFICATION

By signing this application, I certify that I have read the above statements of understanding or have had them read to me and I am furnishing the requested information.

I certify, to the best of my knowledge and belief, that the preceding information, the information on any resume I have submitted, and the information supplied during the interview process is true, correct and complete to the best of my knowledge and information given on this application truly represents my background and experiences. I understand that false or misleading information or omissions on the application, resume and/or during the interview process may disqualify me from further consideration for employment or be grounds for immediate termination of employment with Beth Sholom.

I hereby authorize my current and former employers (including the U.S. Government or U.S. Military), personal references, registration and licensing boards, and educational institutions listed on my application for employment, to furnish Beth Sholom with any job-related information requested. I also permit Beth Sholom to conduct a police and courts records investigation of my background, if relevant to the job for which I am applying. Notwithstanding any provisions of Federal or State law. Also, I hereby release from all liability and responsibility all persons or corporations requesting or supplying such information.

I expressly waive any right I have to review confidential material or information received by Beth Sholom from a previous employer or educational institution.

I understand that if I am employed by Beth Sholom, I will be required to provide a current Motor Vehicle record in order to operate a Beth Sholom motor vehicle. My signature below authorizes the Beth Sholom to request, as needed, a copy of my motor vehicle operator's record for the express purpose of confirming the licensing requirements for this position, and/or for identifying insurance liabilities.

I further understand that, if I am hired by Beth Sholom, my employment is "at will" and that either Beth Sholom or I can terminate the employment relationship at any time, with or without notice, and with or without cause.

Finally, I attest, under penalty of perjury, that I am legally authorized to work in the United States.

Signature of Applicant

Date

Please provide copies of 2 forms of identification issued by a government agencies.

ID Examples:

Driver's License

Social Security Card

Military Identification

Birth Certificate

Government Issued Picture ID

Voter's Registration Card

Or

Passport

Statement Concerning Pre-Employment Drug Screening

I understand that any offer of employment from Beth Sholom Village will be conditional and such offer will be contingent upon my successfully passing a urine drug screen (for amphetamines, cocaine, opiates, marijuana, and phencyclidine) before I begin employment at Beth Sholom Village. I also understand that any offer of employment will be withdrawn if I test positive for alcohol or illegal drugs, refuse to provide a specimen on the date and time required, refuse to consent to testing on the date and time required, or provide a false or tampered specimen. I may obtain additional information about the Beth Sholom Village Pre-Employment Drug Screening Policy from Beth Sholom Village Human Resources.

.Applicant [print name] _____ Date _____

Applicant's Signature



Applicant's Sworn Disclosure Statement

Sections 63.2-1720 and 32.1-126.01 of the Code of Virginia requires that any person desiring work at a licensed assisted living or a nursing home provide the hiring facility with a sworn disclosure statement or affirmation disclosing any criminal convictions or pending criminal charges, whether within or outside of the Commonwealth of Virginia.

The law prohibits licensed assisted living facilities and nursing homes from hiring any individuals convicted of the following: murder or manslaughter, malicious wounding by mob, abduction, abduction for immoral purposes, assaults and bodily woundings, robbery, carjacking, extortion by threat, threats of death or bodily injury, felony stalking, sexual assault, arson, drive by shooting, use of a machine gun in a crime of violence, aggressive use of a machine gun, use of a sawed-off shotgun in a crime of violence, pandering, crimes against nature involving children, incest, taking indecent liberties with children, abuse and neglect of children, failure to secure medical attention for an injured child, obscenity offenses, possession of child pornography, electronic facilitation of pornography, abuse and neglect of incapacitated adults, employing or permitting a minor to assist in an act constituting an obscenity or related offense, delivery of drugs to prisoners, escape from jail, felonies by prisoners; or an equivalent offense in another state. However, only nursing home applicants convicted of one misdemeanor crime not involving abuse or neglect or moral turpitude may be hired provided five years ha elapsed since the conviction.

Any person making a false statement on this form regarding any criminal offense shall be guilty of a Class 1 misdemeanor.

Further dissemination of the information provided on this form is prohibited other than to the Commissioner's representative or a federal or state authority or court as may be required to comply with an express requirement of law for such further dissemination.

I am aware that:

- Beth Sholom Village is legally required to obtain criminal history records on applicants it intends to hire as outlined in Sections 63.2-1720 and 32.1-126.01 of the code of Virginia:
- Only nursing home applicants convicted of one misdemeanor crime not involving abuse or neglect or moral turpitude may be hired provided five years have elapsed since the conviction. These misdemeanors are listed on the reverse of this form with a ? before the crime and must be listed by me regardless of when the conviction occurred.
- I have been given an opportunity to discuss this disclosure statement with a Beth Sholom Village representative before signing.

I have reviewed the crimes listed on the back of this form.

Have you ever been convicted of a law violation (s) excluding offenses committed before your eighteenth birthday that were finally adjudicated in a juvenile court or under a youth offender law? Yes No If I answered yes to this question, I have listed and explained any and all convictions or charges pending against me in Virginia or elsewhere below:

I hereby swear or affirm that the information provided on this form is true and complete, and I agree and understand that any falsification of information herein, regardless of time of discovery, will cause forfeiture on my part to any employment offered by this facility. I understand that any person making a false statement on this form regarding any criminal offense shall be guilty upon conviction of a Class 1 misdemeanor. I understand that Beth Sholom Village will obtain a criminal history record to verify the accuracy of this statement.

Signature of Applicant Date

Please print the following information

Last Name First Middle Maiden Name Social Security Number

Street/P.O. Box City State Zip code Birth Date

BARRIER CRIMES

FELONY

- Murder or Manslaughter
- Malicious wounding by mob
- Abduction
- Abduction for immoral purposes
- Assaults and bodily woundings
- Robbery
- Carjacking
- Threats of death or bodily injury
- Felony stalking
- Sexual assault
- Arson
- Drive by shooting
- Use of a machine gun in a crime of violence
- Aggressive use of a machine gun
- Use of a sawed-off shotgun in a crime of violence
- Pandering
- Crimes against nature involving children
- Incest
- Taking indecent liberties with children
- Abuse and neglect of children
- Failure to secure medical attention for an injured child
- Obscenity offenses
- Possession of child pornography
- Electronic facilitation of pornography involving children
- Abuse and neglect of incapacitated adults
- Employing or permitting minor to assist in an act constituting an offense
- Delivery of drugs to prisoners
- Escape from jail
- Felonies by prisoners or an equivalent offense in another state

MISDEMEANOR

- ◆ Robbery
- ◆ Threats of death or bodily injury
- ◆ Felony stalking
- ◆ Arson
- ◆ Drive by shooting
- ◆ Pandering
- ◆ Failure to secure medical attention for an injured child
- ◆ Obscenity offenses
- ◆ Employing or permitting minor to assist in an act constituting an offense

? May be hired provided five years have elapsed and applicant was convicted of only **one** of these crimes.

YOU MUST DISCLOSE ALL CONVICTIONS AND/OR ANY PENDING CRIMINAL CHARGES.