

Application for Employment*



845 North 15th Street
 Grand Junction, CO. 81506
 970-245-0022
 FAX: 970-245-0044

DATE: _____

Application must be completed in full, however, you may exclude any references to any protected status noted at the bottom of the page. Proof of right to work in the United States will be required upon employment. NOTE: Inclusion of any information other than that specifically requested will invalidate this application. Only applications completed on original application forms will be considered for employment purposes.

Last Name	First Name	Middle Name	Social Security Number
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Mailing Address	City	State	Zip Code	Phone Number
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Are you prevented from lawfully becoming employed in this country because of visa or immigration status? <input type="radio"/> Yes <input type="radio"/> No Have you ever been convicted of a crime other than a motor vehicle violation? <input type="radio"/> Yes <input type="radio"/> No	Are you 18 years or older? <input type="radio"/> Yes <input type="radio"/> No Are you available for shift work? <input type="radio"/> Yes <input type="radio"/> No
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If a job description is attached to this application form, please review it and answer the following questions:
 I can cannot perform the essential function of this job with or without reasonable accommodations.

State what special skills or experience you have which make you a good choice for this job _____

Larchwood Inns has a drug and alcohol free work place policy that applies to all employees. Have you used any illegal drugs during the past 3 months Yes No Do you agree not to use illegal drugs while employed by Larchwood Inns if hired? Yes No

E D U C A T I O N

Name and location of school	Number of years attended	Did you graduate?	Subjects studied
		<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	
		<input type="radio"/> Yes <input type="radio"/> No	

E M P L O Y M E N T D E S I R E D

Position	Date you can start?	Salary Desired
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Ever applied to Larchwood Inns before? Yes No If "yes", when? _____ Referred by _____
 Ever worked for Larchwood Inns before? Yes No If "yes" state period of employment: from _____ to _____
 Who referred you to Larchwood Inns? _____

Are you currently employed Yes No If yes, may we contact your present employer?

Larchwood Inns does not unlawfully discriminate in hiring or employment on the basis of race, color, religion, creed, national origin, sex, age, disability, union affiliation, marital or veteran status or any other legally protected status. No question on this application is intended to secure information to be used for the purpose of discrimination.

FORMER EMPLOYERS

List below your last three employers, starting with your most recent employer

Date-Month and Year	Name and Address of Employer	Phone Number	Your Position	Salary	Reason for Leaving

Which of these jobs did you like best? _____

What did you like most about this job? _____

Have you ever been fired from a job or quit under threat of being fired? YES NO

If "yes", identify the employer, period of employment, and explain what happened.

REFERENCES

Give the names of three persons not related to you, whom you have known at least one year, and whom you authorize us to contact for a referral

Name	Address	Phone #	Business

TERMS OF EMPLOYMENT

Employment with Larchwood Inns is at-will, and for no particular duration. Either you or Larchwood Inns will be free to terminate your employment at any time without cause or prior notice.

"I certify that all the information submitted by me on this application is true and complete, and I understand that if any false information, omissions, or misrepresentations are discovered, my application may be rejected. And, if I am employed, my employment may be terminated at any time."

I understand that by signing below, I give my permission for job information to be obtained from the Employers & references listed on this application and/or resume included.

DATE

SIGNATURE

LARCHWOOD INNS
2845 N. 15TH ST.
GRAND JUNCTION, CO 81506

JOB INTERVIEW QUESTIONS

1. What are you looking for in a job?

2. Why should I hire you?

3. As an employee where could you use improvement?

4. What are your long range career goals?

5. What does Elder mean to you?

6. What does dignity and respect mean to you? Give an example.

7. Describe any experiences you have had when you cared for another person.

8. You are assigned a shift from 8:00 to 5:30.

What time would you arrive for work? _____

What time would you clock in? _____

At what time would you consider yourself late? _____

9. What does multi-tasking mean to you? _____

10. Why do you want to work at Larchwood Inns? _____
