

EASTERN STAR MASONIC HOME

BOONE, IOWA
Employment Application



APPLICANT INFORMATION											
Last Name				First				M.I.		Date	
Street Address						Apartment/Unit #					
City				State				ZIP			
Phone				E-mail Address							
Date Available			Type of Employment		FT <input type="checkbox"/>	PT <input type="checkbox"/>	PRN <input type="checkbox"/>	Desired Salary			
Shift(s) Desired											
Position(s)/Dept.(s) Applied for											
Are you a citizen of the United States?			YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?			YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Have you ever worked for this company?			YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, dates/position?						
Have you ever been known by another name?			YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, previous name?						
EDUCATION / PROFESSIONAL LICENSES AND CERTIFICATIONS											
High School				Address							
From		To		Did you graduate?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree			
College				Address							
From		To		Did you graduate?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree			
Other				Address							
From		To		Did you graduate?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree			
License/Certificate Type			State				Number			Date Issued	
License/Certificate Type			State				Number			Date Issued	
REFERENCES											
Please list three professional references who are not related to you:											
Full Name				Affiliation							
Company				Phone							
Full Name				Affiliation							
Company				Phone							
Full Name				Affiliation							
Company				Phone							

PREVIOUS EMPLOYMENT

Starting with your most current &/or most recent employment. This section must be completed by the applicant and NOT substituted by a resume. A resume can be submitted in addition to this application.

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 <input type="checkbox"/> NO <input type="checkbox"/>			
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 <input type="checkbox"/> NO <input type="checkbox"/>			
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 <input type="checkbox"/> NO <input type="checkbox"/>			

Do you have a record of founded child or dependent adult abuse or have you ever been convicted of a crime in this state or any other state?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
If yes, explain:			

Eastern Star Masonic Home is required to complete a criminal record and dependent adult abuse check on all potential employees. If your answer is "yes," you will not automatically be disqualified from employment consideration, except as required by state or federal law.

HOW DID YOU HEAR ABOUT US?

Were you referred to Eastern Star?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If yes, who referred you?		
Did you see this position advertised?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If yes, where? Indeed.com, Eastern Star's Website, Newspaper or Other Site:		

DISCLAIMER AND SIGNATURE

I certify that all statements made in this application (and accompanying resume, if applicable) are true and accurate to the best of my knowledge and that I have not knowingly omitted any relevant material. I understand that any material omission or misrepresentation will result in my disqualification from consideration for employment or, if discovered after I begin employment with Eastern Star Masonic Home may result in my termination.

I hereby authorize release of information for purposes of this application. I hereby authorize Eastern Star Masonic Home to contact the references listed as well as the current/former employers listed and discuss my professional and/or work-related qualifications, my character and fitness for the position for which I am applying. I hereby authorize persons, schools, my current employer (if applicable) and previous employers or other organizations to provide this facility and its affiliates with any requested information regarding my application or suitability for employment. I completely release all such persons or entities from any and all liability related to the providing or use of such information.

I understand that a comprehensive background check will be conducted to determine my eligibility for hire. This may include, but is not limited to, criminal records check, child abuse/dependent abuse registry check, and sex offender registry. I also understand that a physical examination may be required for certain positions. I consent to take the physical examination, and such future physical examinations as may be required by this institution at such times and places as the institution shall designate. I understand that an offer of employment may be contingent on passing the physical examination which relates to the essential duties I would be required to perform.

I hereby release Eastern Star Masonic Home and other persons or entities from any claims or liability that may arise or based on the decision to conduct a reference and/or background check.

I understand that, if hired, my employment is considered to be at will and can be terminated by either party at any time with or without cause. Eastern Star Masonic Home reserves the right to terminate without any notice. I understand that this application and any other handbook or documents which I may receive does not constitute a contract of employment with Eastern Star Masonic Home. I acknowledge that any offer of employment is conditional and may be withdrawn at any time.

If employed, I will be required to complete an Employment Verification Form (I-9), and within three days show satisfactory evidence of identity and eligibility for employment.

I certify that I have read, fully understand, and accept all terms as noted above.

Signature of applicant:

Date of application:

Eastern Star Masonic Home is committed to employ in a manner free from discrimination based on race, color, creed, religion, gender, age, national origin, disability, veteran status, sexual orientation, gender identity, or any other category as defined by law. Employment decisions will be made on a basis designed to further and promote the principle of equal employment opportunity.

At the Eastern Star Masonic Home, we are always looking to grow our team with caring people who are passionate about making a difference in the lives of others. You'll find we offer more than just a job...we offer the chance to truly enrich the lives of those around you—residents and coworkers alike. Thank you for considering Eastern Star Masonic Home.



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