



**APPLICATION FOR EMPLOYMENT**  
DATE: \_\_\_\_\_

**PERSONAL**

Name \_\_\_\_\_ Social Security No \_\_\_\_\_  
Last First Middle Initial

Present Address \_\_\_\_\_  
No. Street City State Zip

How many years have you lived at this address? \_\_\_\_\_ Telephone No. ( ) \_\_\_\_\_  
Area

Previous address \_\_\_\_\_ How long did you live there? \_\_\_\_\_  
No. Street City State

Do you want to work ( ) Full-time or ( ) Part-time.

Specify days and hours if part time \_\_\_\_\_

Have you worked for us before? \_\_\_\_\_ If yes, under what name? \_\_\_\_\_

Job(s) applying for: 1. \_\_\_\_\_ Rate of pay expected \$ \_\_\_\_\_ per \_\_\_\_\_  
2. \_\_\_\_\_ Rate of pay expected \$ \_\_\_\_\_ per \_\_\_\_\_

How did you learn of this opening (Newspaper, friend, etc.)? \_\_\_\_\_ List any friends or relatives working  
for us \_\_\_\_\_

If hired, on what date will you be available to start work? \_\_\_\_\_

Are there any other experiences, skills, or qualifications which you feel would especially fit you for work with us?  
\_\_\_\_\_

Licensure/certification related to the job for which you are applying (including driver's license):  
\_\_\_\_\_

Are you over 17 years of age? ( ) Yes ( ) No. If no, employment is subject to verification that you are of minimum legal  
age to work.

Have you ever been CONVICTED of a crime, excluding traffic-related violations or offenses committed as a minor  
which have been expunged? ( ) No ( ) Yes  
If yes, describe in full \_\_\_\_\_

The Civil Rights Act of 1964 prohibits discrimination in employment practices on the basis of race, color, religion, sex, or national origin. PL90-202 prohibits discrimination  
on the basis of age.  
Roland Park Place will do all that is possible to ensure equal employment opportunity on the basis of merit for all qualified persons and in line with the staff needs without  
regard to race, color, religion, sex, age, disability, or national origin in areas of employment, promotion, layoff, termination, rates of pay and fringe benefits.  
Roland Park Place shall make every reasonable effort to accommodate the physical or mental limitations of applicants and employees to assist them in performing the  
essential job functions, with or without reasonable accommodations. Applicants and employees are encouraged to request an accommodation from this employer at any  
time.

REV 06/01/95





**EDUCATIONAL BACKGROUND**

**TYPE OF SCHOOL    NAME AND ADDRESS    GRADUATED    HOW MANY YEARS    COURSE OR MAJOR**

Grammar or Grade ( )Yes ( )No

High School ( )Yes ( )No

College ( )Yes ( )No

Post Graduate ( )Yes ( )No

Business or Trade ( )Yes ( )No

Other ( )Yes ( )No

**PRIOR WORK HISTORY** (List in order, last or present employer first)

**NAME & ADDRESS OF EMPLOYER**

<b>Date:</b>	<b>Rate Of Pay</b>	<b>Supervisor's</b>	<b>Phone</b>	<b>Reason</b>
<b>From    To</b>	<b>Start/ Finish</b>	<b>Name And Title</b>	<b>Number</b>	<b>For Leaving</b>

Describe in detail the work you did:

<b>Date:</b>	<b>Rate Of Pay</b>	<b>Supervisor's</b>	<b>Phone</b>	<b>Reason</b>
<b>From    To</b>	<b>Start/ Finish</b>	<b>Name And Title</b>	<b>Number</b>	<b>For Leaving</b>

Describe in detail the work you did:





<b>Date:</b>		<b>Rate Of Pay</b>	<b>Supervisor's</b>	<b>Phone</b>	<b>Reason</b>
<b>From</b>	<b>To</b>	<b>Start/ Finish</b>	<b>Name And Title</b>	<b>Number</b>	<b>For Leaving</b>

Describe in detail the work you did:

<b>Date:</b>		<b>Rate Of Pay</b>	<b>Supervisor's</b>	<b>Phone</b>	<b>Reason</b>
<b>From</b>	<b>To</b>	<b>Start/ Finish</b>	<b>Name And Title</b>	<b>Number</b>	<b>For Leaving</b>

Describe in detail the work you did:

**PERSONAL REFERENCES**  
(Excluding Former Employers or Relatives)

<b>NAME AND OCCUPATION</b>	<b>ADDRESS</b>	<b>PHONE NUMBER</b>
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1.

2.

3.





EMPLOYEE RESPONSIBILITY TO THE ORGANIZATION

Please read the remaining statement carefully. Before signing this application form, you are encouraged to ask for assistance if you have any questions or don't understand any part of this application form. Thank you for applying to Roland Park Place for this position. Whether or not your next job is with us, we wish you every success in your career.

As a condition of my employment, I accept the principle that the well-being of the facility and the people who reside there depends upon the conduct and honesty of the members of the staff and upon the trust and confidence of the public. I know that the residents rightly expect honesty, security and confidentiality in their affairs. I therefore agree to the following:

1. To give no unauthorized information about the facility or its relation with others, and to discuss no matters of a confidential nature relating to the facility or company's affairs unless such discussion is in the necessary course of business and is in accordance with company policy.
2. To inform my supervisor immediately of any fraud, false entry, substantial error, employee misconduct, which I discover or know to have taken place in any records, property, or care giving behavior, and to report any transaction or matter that does not seem to be in the best interest of the residents or of the facility.

I certify that all statements made by me on this application are true and complete to the best of my knowledge. I understand that falsification could result in termination of my employment. In consideration of my employment, I agree to conform to the rules and regulations of the organization. I realize that this application is not an employment contract. I further understand that my employment with this Company shall be for a trial period of ninety (90) days, and further that at any time during this trial period and thereafter, my employment relation with the Company is terminable at will for any reason by either party.

I have read this agreement, acknowledge it, and understand that any violation of this agreement may result in the termination of my employment. If employed I understand that conditions of my employment require job-related physical examinations and pre-employment and post-employment substance abuse/drug testing, and that acceptance by Roland Park Place, Inc. will depend upon my successfully passing these examinations. In addition, I understand that Roland Park Place, Inc. maintains a "smoke-free" work environment, and I agree to obey the Company's smoking restrictions. Under Maryland law an employer may not require or demand any applicant for employment or prospective employment or any employee to submit to or take a polygraph, lie detector or similar test or examination as a condition of employment or continued employment. Any employer who violates this provision is guilty of a misdemeanor and subject to a fine.

Signature of Applicant \_\_\_\_\_

NOTE: The Provisions of the Fair Credit Reporting Act may be applicable if a credit report in connection with the routine processing of your application is obtained and considered.

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