

# Patriot Place Assisted Living

Established 2009

Patriot Place CBRF - Berlin  
Patriot Place RCAC - Berlin

920-361-3007  
920-361-3008

*We Put Our HEART Into Making Care & Friendship Come Together!*

## Application for Employment

(The information recorded in this application is confidential and will not be shared with any other entity.)

Today's Date: \_\_\_\_\_ Position Applying For: \_\_\_\_\_ Shift Desired: \_\_\_\_\_

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Street Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Date Available: \_\_\_\_\_ Desired Hours / Week: \_\_\_\_\_ How long have you lived in Wisconsin? \_\_\_\_\_

List any state(s) other than Wisconsin in which you have lived: State \_\_\_\_\_ Yrs \_\_\_\_\_ / State \_\_\_\_\_ Yrs \_\_\_\_\_

Highest grade completed: \_\_\_\_\_ Are you at least 18 yrs old? \_\_\_\_\_

Are you currently employed? \_\_\_\_\_ If yes, why are you leaving current employer? \_\_\_\_\_

Why did you apply for this position? \_\_\_\_\_

Describe all previous work and non-work experiences that relate to the job you are applying for: \_\_\_\_\_

List all educational experiences / certificates related to the job you are applying for: \_\_\_\_\_

Have you ever been convicted of a felony or misdemeanor or are there any charges currently pending against you? \_\_\_\_\_

(The employer will only consider a conviction record and/or pending charges if they are substantially related to the job applied for.)

If yes to above question, please explain what the conviction(s) and/or pending charge(s) were/are and when they occurred: \_\_\_\_\_

### **Accurately list employment experience starting with your most recent job:**

(If there are any gaps in your employment records please explain why.)

Company: \_\_\_\_\_ City/St: \_\_\_\_\_ Employment Dates: \_\_\_\_\_

Final Wage Rate: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Work Duties: \_\_\_\_\_

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Company: \_\_\_\_\_ City/St: \_\_\_\_\_ Employment Dates: \_\_\_\_\_

Final Wage Rate: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Work Duties: \_\_\_\_\_

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Company: \_\_\_\_\_ City/St: \_\_\_\_\_ Employment Dates: \_\_\_\_\_

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Final Wage Rate: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Work Duties: \_\_\_\_\_

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Company: \_\_\_\_\_ City/St: \_\_\_\_\_ Employment Dates: \_\_\_\_\_

Final Wage Rate: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Work Duties: \_\_\_\_\_

**References:**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**General Questions:**

Describe your personality: \_\_\_\_\_

What motivates you to put forth your greatest effort? \_\_\_\_\_

What makes a job interesting to you? \_\_\_\_\_

Everyone has strengths and weaknesses as a worker. What are your strong points for this position? \_\_\_\_\_

What would you say are areas needing improvement? \_\_\_\_\_

Do you consider yourself a self-starter? If so, explain why, and please give examples: \_\_\_\_\_

Being a responsible person is to follow through on your commitments and being the kind of person others can trust. Describe several instances from your life that would demonstrate responsibility: \_\_\_\_\_

What is your reaction when a supervisor points out areas in your job performance that need improvement? \_\_\_\_\_

Do you prefer working alone or in groups? \_\_\_\_\_

What kind of individuals do you find it most difficult to work with? Why? \_\_\_\_\_

What is the most important thing you are looking for in a job? \_\_\_\_\_

What is your long-term employment or career objective? \_\_\_\_\_

What do you expect to be doing in one year? \_\_\_\_\_

If you were not satisfied by your last job, why not? \_\_\_\_\_

How would you define doing a good job in the position you have applied for? \_\_\_\_\_

How do you get people who do not want to work together to establish a common approach to a problem? \_\_\_\_\_

In the last 6 months how many times have you missed a scheduled day of work? \_\_\_\_\_

Why is it important to not have a cell phone or other electronic device with you while you are performing your work assignments? \_\_\_\_\_

Why is it important to give a two-week notice before quitting a job? \_\_\_\_\_

What are an employee's responsibilities to an employer? \_\_\_\_\_

What are an employer's responsibilities to an employee? \_\_\_\_\_

If you have had difficulty with a supervisor, how was it resolved? \_\_\_\_\_

What irritates you in the workplace? \_\_\_\_\_

What are your salary expectations for the job you have applied for? \_\_\_\_\_

How do you deal with co-workers you do not like? \_\_\_\_\_

How do you handle high-pressure situations? \_\_\_\_\_

Do you know anyone who has worked or is working at this facility? \_\_\_\_\_ If yes, who? \_\_\_\_\_

Please supply any additional information you feel would assist us in deciding to hire you: \_\_\_\_\_

This corporation does not discriminate in hiring or any other decision on the basis of sex, color, ancestry, disability, marital status, race, religion, age, use of lawful products, arrest or conviction record, honesty testing, national origin, pregnancy or childbirth, sexual orientation, genetic testing, military service membership unrelated to ability to perform the work required. No information on this application is intended to secure information to be used for such discrimination.

I consent to take physical examination, and such future physical examinations as may be required by this corporation at such times and places as the corporation 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 understand that my employment is at will, and that either party is free to terminate the employment relationship at any time without cause. I also understand that my employment may be terminated for any misstatement or omission of fact appearing on this application form. 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 understand that emergency conditions may require me to temporarily work shifts other than the one for which I am applying and agree to such scheduling change as directed by the administration of this corporation.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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This corporation does not discriminate in hiring or any other decision on the basis of sex, color, ancestry, disability, marital status, race, religion, age, use of lawful products, arrest or conviction record, honesty testing, national origin, pregnancy or childbirth, sexual orientation, genetic testing, military service membership unrelated to ability to perform the work required. No information on this application is intended to secure information to be used for such discrimination.

I voluntarily give Patriot Place Assisted Living the right to make a thorough investigation of my past employment, character, and activities whether same is of record or not. I agree to cooperate in such investigation and release from all liability or responsibility all persons, companies or corporations supplying such information.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Reference Check

To Whom It May Concern: Your cooperation in providing the information requested below will be helpful in determining the suitability of the applicant. Any information offered will be appreciated and held in confidence.

Applicant's Name: \_\_\_\_\_

Applicant's demonstrated ability to perform the requirements of the position held with your company:

Above Average \_\_\_\_\_ Average \_\_\_\_\_ Below Average \_\_\_\_\_

Comments and Observations: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_ Position Held: \_\_\_\_\_

Primary Tasks: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

If still employed please check: \_\_\_\_\_

Would you rehire? Yes No If not, Why? \_\_\_\_\_

Number of sick / absent days in the last 12 months of employment? \_\_\_\_\_

If the employee self-terminated their position was a two week notice given and their assignments completed as scheduled? \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_

Position: \_\_\_\_\_ Company \_\_\_\_\_

Please Fax: Patriot Place RCAC (Berlin) 920-361-9725

Attention: Allison O'Brien, RN \_\_\_\_\_