

Mon Ami

Application for Employment

Mon Ami is an equal employment opportunity employer. We recruit, hire, train and employ without discrimination due to race, color, religion, national origin, ancestry, disability, sex, marital status, obligation to serve in the Armed Forces of the United States, or any other characteristic protected by applicable Federal or State Law.

Important Notice:

It is a crime in Louisiana to knowingly and intentionally provides false information on this employment application or to provide false oral statements during employment interviews in order to obtain employment as a caretaker at this facility, if the false information is relevant to the care taking obligation. La.R.S.14:126.3.

Please Print All Requested Information:

Name: _____

Social Security Number _____ Telephone _____

Street Address _____

City _____ State _____ Zip Code _____

Position Applied For _____ Salary _____

Shift/Hours Available

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Fulltime

Part-time

Have you ever been employed at a facility of The Glen? If so, give dates and where..... Yes No

Have you ever worked for a temporary agency?..... Yes No

If you are under 18, can you furnish a work permit?..... Yes No

Are you legally eligible for employment in the U.S.A.?..... Yes No

Are you able to meet the attendance requirements of the position?..... Yes No

IF LICENSED, REGISTERED, OR CERTIFIED: DATE ISSUED: _____ TYPE: _____

NUMBER: _____ STATE ISSUED: _____ EXPIRATION: _____

SKILLS AND QUALIFICATIONS:(Summarize any special training or areas of speciality)

EDUCATION

High School _____ Did you graduate? _____

College _____ Did you graduate? _____

Years Completed _____ Course of Study _____

Other Training _____

EMPLOYMENT HISTORY

List your last four (4) employers and/or assignments, starting with the most recent. Include military experience.

Employer _____ Supervisor _____

Address _____

Phone # _____ Employed From _____ To _____ Final Salary _____

Job Duties _____

Reason for Leaving _____

May we contact this employer?: _____

For Office Use
Only – _____
Reference
Check _____

Employer _____ Supervisor _____

Address _____

Phone # _____ Employed From _____ To _____ Final Salary _____

Job Duties _____

Reason for Leaving _____

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Job Duties _____

Reason for Leaving _____

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Only – _____
Reference
Check _____

PERSONAL REFERENCES

Name _____ Phone # _____ Years Known _____

Name _____ Phone # _____ Years Known _____

Name _____ Phone # _____ Years Known _____

IMPORTANT STATEMENTS—READ CAREFULLY BEFORE SIGNING

I authorize the investigation of all statements contained on this application and the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have, and release all persons from all liability and damages that may result from furnishing that information to you. I also understand that the Company may conduct a background check, which may include a review of criminal history records, driving records, prior employment history, educational background and/or other records. I understand that the background check may also include a review of my background by means other than a review of public records. I consent to allowing the Company to conduct this background check.

In consideration of my employment, I agree to comply with the rules, regulations, and policies of Mon Ami and acknowledge that these rules, regulations and policies may be changed at any time with or without notice for any reason not violative of the law. I also agree and understand that my employment and compensation are at will, and can be terminated, with or without cause, and with or without notice, at any time, at the option of either Mon Ami or myself. I also understand and agree that the terms and conditions of my employment may be changed, with or without cause, and with or without notice, at any time by Mon Ami. I also understand that no representative of Mon Ami, other than its Executive Director, has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing.

I certify that I have read and understand the previous paragraphs. I further certify that all the information submitted by me on the application is true and complete to the best of my knowledge, and I understand that any false information, omissions, or misrepresentations of facts called for on this application may be cause for the denial of my application or, if I am employed, discharge at any time. I also understand that falsification of information on this application or during the hiring process can also be a crime, and may also be used as a basis for disqualification from workers compensation benefits.

As a condition of employment I hereby consent to testing for drug and/or alcohol use, as determined to be appropriate by management, either before being hired, or after being made a conditional offer of employment, and/or at any time during my employment with Mon Ami.

Signature of Applicant _____ **Date** _____

TO BE COMPLETED BY EMPLOYEE AFTER EMPLOYMENT:

Person to Notify in case of emergency: _____ Relationship: _____

Address: _____ Telephone: _____