

APPLICATION FOR EMPLOYMENT

Pleasant View, Inc.
 P.O. Box 426
 Broadway, VA 22815
 540-896-8255
 www.pleasantviewinc.org

We consider applications for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, sexual orientation, citizenship status, genetic information or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied For		Date of Application	
How Did You Learn About Us? <input type="checkbox"/> Advertisement <input type="checkbox"/> Friend <input type="checkbox"/> Inquiry <input type="checkbox"/> Employment Agency <input type="checkbox"/> Relative <input type="checkbox"/> Other _____			
Last Name		First Name	Middle Name
Address	Number	Street	City State Zip Code
Telephone Number(s)		Social Security Number (voluntary)	

Best time to contact you at home is: : ^{AM}/_{PM}

If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes No

Have you ever filed an application with us before? If Yes, give date Yes No

Have you ever been employed with us before? If Yes, give date Yes No

Do any of your friends or relatives, other than spouse, work here? Yes No

If Yes, state name, relationship and location _____

Are you currently employed? Yes No

May we contact your present employer? Yes No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?
Proof of citizenship or immigration status will be required upon employment. Yes No

Date available for work _____ What is your desired salary range? _____

Are you available to work: Full Time (Please indicate 1 2 3 shift)
 Part Time (Please indicate Mornings Afternoon Evenings)
 Temporary (Please indicate dates available _____ - _____)

Are you currently on "lay-off" status and subject to recall? Yes No

Can you travel if a job requires it? Yes No

EDUCATION

School	Name and Address of School	Course of Study	Number of Years Completed	Diploma / Degree
High School				
Undergraduate College				
Graduate/Professional				
Other (Specify)				

ADDITIONAL INFORMATION

State any additional information you feel may be helpful to us in considering your application, including any job related training in the U.S. Military.

Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Can you perform the essential functions of the job, for which you are applying, either with or without a reasonable accommodation? _____ YES _____ NO

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. Exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone Number(s)	Hourly Rate/Salary		
Starting/Present Job Title	Starting	Final	
Supervisor			
Reason for Leaving	May We Contact <input type="checkbox"/> Yes <input type="checkbox"/> No		

Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone Number(s)	Hourly Rate/Salary		
Starting/Present Job Title	Starting	Final	
Supervisor			
Reason for Leaving	May We Contact <input type="checkbox"/> Yes <input type="checkbox"/> No		

Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone Number(s)	Hourly Rate/Salary		
Starting/Present Job Title	Starting	Final	
Supervisor			
Reason for Leaving	May We Contact <input type="checkbox"/> Yes <input type="checkbox"/> No		

REFERENCES Do not include family members or past supervisors.

Name	Phone Number	Best Time to Call	Occupation
1.			
2.			
3.			

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the Employer.

Signature of Applicant

Date

This Application For Employment is sold for general use throughout the United States. Amsterdam Printing assumes no responsibility for the use of said form or any questions which, when asked by the employer of the job applicant, may violate State and/or Federal Law.



PLEASE READ THE FOLLOWING BEFORE COMPLETING OUR APPLICATION.

1. There is no guarantee of a job offer or job interview in completing our application. Your application will be considered with others who have submitted applications and decisions about interviews will be based on this comparison.
2. Our application must be completely filled out and signed in order for it to be considered for employment.
3. Please be reminded that this application is a legal document. If the information provided on our application can not be satisfactorily verified by employment reference checks and educational institutions, your application could be considered as incomplete.
4. Due to the large number of applications we receive and the competitive nature of our employment process, specific reasons for employment decision will not be released.
5. In completing our application, you may be subject to the following checks:

EMPLOYMENT REFERENCE CHECK FROM FORMER EMPLOYERS

CREDENTIAL VERIFICATION

CRIMINAL RECORD CHECK

DRUG SCREEN

DRIVING RECORD CHECK

It is important that all employees of Pleasant View will abide by our Vision & Mission Statement. Please read the following:

OUR VISION:

All individuals will have the opportunity to live in and enrich their communities.

OUR MISSION:

Pleasant View supports individuals with disabilities achieve their own spiritual, emotional, relational, vocational, and residential goals.

I have read the above statements and understand them.

Signature of Applicant

Pleasant View, Inc. Voluntary Survey

This voluntary survey will be used only to track data in compliance with Federal Regulations. It is not part of your application nor will it be used for any hiring decisions.

Position applied for: _____

Gender: Female Male

Race: African American
 Asian Pacific
 Caucasian
 Hispanic
 Native American

Veteran: Yes No

How did you learn about the position?

- Daily News Record
- Radio
- Employee
- Local weekly journal
- Career/Job Fair
- Website
- Friend, other than employee
- School paper/school posting
- VEC
- Other _____

I do not wish to participate

Signature: _____

Name (please print): _____ Date: _____

