

Employment Application



SERENE SUITES
PREMIER MEMORY CARE

Confidential & Proprietary

**Serene Suites Premier Memory Care
9870 Redhill Drive, Cincinnati, OH 45242**



Employment Application



APPLICANT INFORMATION

Name (Last, First, MI):		Date:
Street Address:		Apartment/Unit #
City, State, Zip		
Home Phone:	Cell Phone:	Driver's License#
E-mail Address:	Position Applied for:	

EMPLOYMENT

Days & Hours you are available:		Desired Salary:
Are you available for overtime? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you over 18 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No	Date available to begin:
Are you able to perform the essential functions of the job for which you are applying for? <input type="checkbox"/> Yes <input type="checkbox"/> No		
<i>(Note: We comply with The Americans with Disabilities Act and consider reasonable accommodation measures that may be necessary for eligible applicants to perform essential functions)</i>		
Are you a citizen of the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No	If no, are you authorized to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you worked for Serene Suites before? <input type="checkbox"/> Yes <input type="checkbox"/> No	If so, when?	
Have you ever been convicted of a criminal offense? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, explain	
<i>Please refer to disqualifying offenses, which may render employment at Serene Suites on page 6</i>		
<i>Please state the nature of offense(s), date(s), city, state and disposition on a separate sheet of paper. Note: An affirmative answer will not necessarily result in a disqualification for employment.</i>		
List any relative or friend employed by Serene Suites:	Relationship:	
How were you referred to us? <input type="checkbox"/> Advertisement <input type="checkbox"/> Employee <input type="checkbox"/> Employment Agency <input type="checkbox"/> Walk-in		
<input type="checkbox"/> Others:		
Please list name of reference:		



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EDUCATION

High School:

Address:

From:

To:

Did you graduate?

Yes

No

Degree:

College:

Address:

From:

To:

Did you graduate?

Yes

No

Degree:

Other:

Address:

From:

To:

Did you graduate?

Yes

No

Degree:

LICENSE/CERTIFICATION *(if applicable)*

SKILLS

Do you speak, write or understand any foreign language other?

Yes

No

If yes which language(s) and with what proficiency?

Are you able to operate a personal computer?

Yes

No

Type of Software:

List other office machines you can operate:

Specific skills or training: What knowledge, special skills and individual capabilities do you have which specifically prepare you for this position?



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PREVIOUS EMPLOYMENT

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? <input type="checkbox"/> Yes <input type="checkbox"/> No		

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? <input type="checkbox"/> Yes <input type="checkbox"/> No		

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? <input type="checkbox"/> Yes <input type="checkbox"/> No		



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REFERENCES

Please list at least two professional references NOT related to you

Full Name:	Relationship:
Company:	Phone:
Address:	

Full Name:	Relationship:
Company:	Phone:
Address:	

Full Name:	Relationship:
Company:	Phone:
Address:	

MILITARY SERVICE

Branch:	From:	To:
Rank at Discharge:	Type of Discharge:	
If other than honorable, please explain:		



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DISCLAIMER AND SIGNATURE

>>> *Initial each numbered item as read* <<<

1. The information that I have provided on this application is accurate to the best of my knowledge and may be verified by Serene Suites _____
2. I authorize all the schools, persons and organizations named in this application to provide any relevant information in their possession or knowledge to Serene Suites, for use in deciding whether or not to offer me employment and specifically waive any required written notification. I hereby release Serene Suites, my former employers and all other persons from any and all claims, demands, or liabilities arising out of or in any way related to such inquiry or disclosure _____
3. I understand that Serene Suites is committed to maintaining a drug and alcohol free work place. Accordingly, I may be subject to a pre-employment blood test, urinalysis and or other drug/alcohol screening. I further understand that if employed, I may be subject to such a drug and alcohol screening if Serene Suites has reasonable suspicion to believe that I am under the influence of a drug or alcohol. My consent to submit to such a test is required as a condition of employment and my refusal to consent shall result in a refusal to hire or, if already employed, termination _____
4. I authorize Serene Suites to obtain consumer reports from consumer reporting agencies for use in deciding whether or not to offer me employment. I understand that such reports may include information concerning my credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living. I understand that if I am denied employment based upon information obtained in any credit report, I will be provided with the name, address, and telephone number of the consumer reporting agency, a copy of the report, and an explanation of my rights concerning it _____
5. I understand and agree that any misrepresentation or omission of facts in this application will be justification for refusal or termination of employment, regardless of the time elapsed before discovery _____
6. I understand and agree that the employment for which I am applying is intended to be, at-will and such employment may be terminated at any time with or without cause, without prior notice, by either myself or Serene Suites. There will be no agreement, express or implied between Serene Suites and me for any specific period of employment, nor for continuing or long-term employment, unless made in writing, signed by an authorized representative of Serene Suites _____
7. I have placed my signature in the space provided below only after I have completed the entire application to the best of my ability and have carefully read the foregoing seven (7) statements _____

Please print name:

Signature _____
Date



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Serene Suites reserves the rights to rescind any job offer, if an employee, has been charged with the following disqualifying offenses. Per State Regulations, no DCP (*Direct Care Provider*) shall employ a person in a position that involves providing direct care to an older adult if the person has been convicted of or pleaded guilty to violating of any of the following sections of the Revised Code.

- 2903.01** -- Aggravated murder
- 2903.02** -- Murder
- 2903.03** -- Voluntary manslaughter
- 2903.04** -- Involuntary manslaughter
- 2903.11** -- Felonious assault
- 2903.12** -- Aggravated assault
- 2903.13** -- Assault
- 2903.16** -- Failing to provide for a functionally impaired person
- 2903.21** -- Aggravated menacing
- 2903.34** -- Patient abuse or neglect
- 2905.01** -- Kidnapping
- 2905.02** -- Abduction
- 2905.11** -- Extortion
- 2905.12** -- Coercion
- 2907.02** -- Rape
- 2907.03** -- Sexual battery
- 2907.05** -- Gross sexual imposition
- 2907.06** -- Sexual imposition
- 2907.07** -- Importuning
- 2907.08** -- Voyeurism
- 2907.09** -- Public indecency
- Former **2907.12** -- Felonious sexual penetration
- 2907.25** -- Prostitution; after positive HIV test
- 2907.31** -- Disseminating matter harmful to juveniles
- 2907.32** -- Pandering obscenity
- 2907.321** -- Pandering obscenity involving a minor
- 2907.322** -- Pandering sexually oriented matter involving a minor
- 2907.323** -- Illegal use of a minor in nudity-oriented material or performance
- 2911.01** -- Aggravated robbery
- 2911.02** -- Robbery
- 2911.11** -- Aggravated burglary
- 2911.12** -- Burglary
- 2911.13** -- Breaking and entering
- 2913.02** -- Theft
- 2913.03** -- Unauthorized use of a vehicle
- 2913.04** -- Unauthorized use of property; computer, cable, or telecommunication property
- 2913.11** -- Passing bad checks
- 2913.21** -- Misuse of credit cards
- 2913.31** -- Forgery; identification card offenses
- 2913.40** -- Medicaid fraud
- 2913.43** -- Securing writings by deception
- 2913.47** -- Insurance fraud
- 2913.51** -- Receiving stolen property
- 2919.25** -- Domestic violence
- 2921.36** -- Illegal conveyance of weapons or prohibited items onto grounds of detention facility or institution
- 2923.12** -- Carrying concealed weapons
- 2923.13** -- Having weapons while under disability
- 2923.161** -- Improperly discharging firearm at or into habitation or school safety zone
- 2925.02** -- Corrupting another with drugs
- 2925.03** -- Trafficking in drugs
- 2925.11** -- Possession of drugs
- 2925.13** -- Permitting drug abuse
- 2925.22** -- Deception to obtain a dangerous drug
- 2925.23** -- Illegal processing of drug documents
- 3716.11** -- Placing harmful objects in food or confection