

Larry's Lake House, Inc.

APPLICATION FOR EMPLOYMENT

This facility does not discriminate on the basis of race, color, religion, national origin or ancestry, handicap or disability, sex, marital status, obligation to serve in the armed forces of the United States, or citizenship in admission or access to or treatment or employment in its programs and activities. This facility will coordinate efforts to comply with all agencies enforced by EEOC.

Date: _____	DOB: _____	SS#: _____
Name: _____		
Last	First	Middle
Address: _____		Tel #: () _____ A.M.
City: _____	State: _____	Zip Code: _____ Tel #: () _____ P.M.
Position(s) applied for: _____		Salary Desired: _____
Are you applying for: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary <input type="checkbox"/> Regular <input type="checkbox"/> Summer employment		
If seeking part-time work, specify the number of days per week: _____		
How soon will you be available for employment?: _____		

Shift Preference (check one) Day _____ Evening _____ Night _____	If preferred shift is unavailable, will you work? Day- Yes _____ No _____ Evening- Yes _____ No _____ Night- Yes _____ No _____	If required, will you work: Saturdays Yes _____ No _____ Sundays Yes _____ No _____ Holidays Yes _____ No _____ Rotating Shifts Yes _____ No _____
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Are you either a U.S. citizen or an Alien who has the legal right to work in the job (s) for which you are applying? Yes _____ No _____ Are you 18 or older: Yes _____ No _____

Have you ever been convicted of any felony other than a minor traffic violation? Yes _____ No _____

A felony conviction will not necessarily be a bar to employment. To help us evaluate your application, please describe the nature of felony and your subsequent rehabilitation. _____

Have you ever been disciplined for resident abuse? Yes _____ No _____

Have you ever been disciplined for child abuse? Yes _____ No _____

Do you have relatives or friends employed at this company? Yes _____ No _____ Name: _____

Have you ever been employed at this company? Yes _____ No _____ If yes, dates, positions, & dept. employed: _____

Have you ever applied at this company before? Yes _____ No _____ When?: _____

How were you referred? Newspaper Ad _____ Friends/Relatives _____ Job Fair _____ Employee _____

Rehire _____ Career Day _____ Other (specify) _____

FOR OFFICE USE ONLY- EMPLOYEE # _____ APPLICATION# _____
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Beginning with your current or last employer, list the last four (4) positions of employment held, by date.

Name of Employer: _____ Tel# _____
Address: _____ City: _____ State: _____ Zip: _____
May we contact this employer? Yes _____ No _____ Name/Title of Supervisor: _____
Dates- From _____ To _____ Hours/Week _____ Position held: _____
Starting Salary: _____ Ending Salary: _____ Reason for leaving? _____
Duties _____

Name of Employer: _____ Tel# _____
Address: _____ City: _____ State: _____ Zip: _____
May we contact this employer? Yes _____ No _____ Name/Title of Supervisor: _____
Dates- From _____ To _____ Hours/Week _____ Position held: _____
Starting Salary: _____ Ending Salary: _____ Reason for leaving? _____
Duties _____

Name of Employer: _____ Tel# _____
Address: _____ City: _____ State: _____ Zip: _____
May we contact this employer? Yes _____ No _____ Name/Title of Supervisor: _____
Dates- From _____ To _____ Hours/Week _____ Position held: _____
Starting Salary: _____ Ending Salary: _____ Reason for leaving? _____
Duties _____

Name of Employer: _____ Tel# _____
Address: _____ City: _____ State: _____ Zip: _____
May we contact this employer? Yes _____ No _____ Name/Title of Supervisor: _____
Dates- From _____ To _____ Hours/Week _____ Position held: _____
Starting Salary: _____ Ending Salary: _____ Reason for leaving? _____
Duties _____

GRANTING AND CONTINUED EMPLOYMENT IS CONDITIONED UPON FAVORABLE REFERENCES.

RECORD INFORMATION RELEASE

To Whom It May Concern:

I have applied to: Larry's Lake House, Inc. for employment. To enable Larry's Lake House, Inc. to properly evaluate my qualifications, I request and authorize you to release and furnish to Larry's Lake House, Inc.

Any/all information in your records or files, or within your knowledge, concerning my present and/or past Employment with you.

I authorize all persons, schools, current/previous employers, and organizations named in this application or provided by me to the facility with any relevant information that may be requested by the facility. I also hereby release all parties seeking and providing information from any and all liability or claims for damages whatsoever that may result from this information's release, disclosure, maintenance or use.

Signature of Applicant

(Date)

Printed Name of Applicant

Other name (s) while employed

Social Security Number

COMPANY NAME: Larry's Lake House, Inc.

In consideration of my employment I agree to conform to all of the rules and regulations of this facility and I agree that my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at the option of either this facility 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 this facility. I understand that no representative of this facility, other than its Administrator, 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 foregoing 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.

As a condition of employment, I hereby consent to testing for drug and alcohol use, as determined to be appropriate by management, either before being hired or at any time during my employment with this facility.

Date: _____ Signature: _____

TO BE COMPLETED BY EMPLOYEE AFTER EMPLOYMENT

Date of Birth: _____ Maiden Name (if applicable): _____

Emergency contact _____ Relationship _____

Address _____ City _____ State _____ Tel # _____

Criminal History Check and Misconduct Registry

Texas Department of Aging
and Disability Services

Consumer Directed Services

Form 1725
April 2007

Criminal Conviction History and Registry Checks

Applicant is a person being considered as a service provider (employee, independent contractor or vendor [when required]); or a person being considered for appointment as a designated representative (DR).

Section I – Applicant Authorization/Acknowledgment (Applicant must complete this section.)

I, (applicant's printed name) _____, give my permission to check for a criminal conviction history and to check the required registries as part of my application as a service provider or a DR through the Consumer Directed Services (CDS) option. I also understand that a criminal conviction or a registry listing that prohibits a person from employment in a health care setting in the state of Texas may prohibit my employment or my appointment as a DR. I also understand that I may not provide services for payment or be appointed as a DR until the required criminal conviction history and registry checks are found to comply with requirements, are reviewed by the employer and this form is signed by the Consumer Directed Services Agency (CDSA)

Signature – Applicant

Date

Applicant Information Required by the Texas Department of Public Safety (DPS) (Applicant or DR must print.)

Applicant Name (Last, First, Middle)		
Alias	Maiden Name	
Date of Birth (mm/dd/yyyy)	Race (Must check one) <input type="checkbox"/> Black <input type="checkbox"/> White	Social Security Number

Section II – Criminal Conviction History Check and Registry Verification Process (Employer must complete this section.)

Employer Name

Criminal Conviction History Check

- The applicant will provide a **current** Criminal Conviction History Check from DPS.
- I will obtain a **current** Criminal Conviction History Check of the applicant from DPS.
- I request that my CDSA obtain a **current** Criminal Conviction History Check of the applicant from DPS. I also authorize the CDSA to be reimbursed for the cost of obtaining the DPS Criminal Conviction History Check from my budgeted funds.

Registry Check

- I will obtain the applicant's current status with the Employee Misconduct Registry and the Nurse Aide Registry.
- I request that my CDSA obtain the applicant's current status with the Employee Misconduct Registry and the Nurse Aide Registry.

Signature – Employer

Date

Section III – Criminal Conviction History and Registry Check Results (Employer or CDSA must complete this section.)

DPS Criminal Conviction History Check (The DPS Criminal Conviction History must be attached to this form.)

Date of DPS Check	Time <input type="checkbox"/> AM <input type="checkbox"/> PM	Obtained By <input type="checkbox"/> Employer <input type="checkbox"/> CDSA Representative
Convictions: <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, does the conviction(s) prohibit service delivery or serving as a DR in compliance with Health and Safety Code Chapter 250 or other eligibility requirements? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Registry Checks (Call 1-800-452-3934)

Date of Registry Checks	Time <input type="checkbox"/> AM <input type="checkbox"/> PM	Obtained By <input type="checkbox"/> Employer <input type="checkbox"/> CDSA Representative
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- Employee Misconduct Registry:** No Record Record (must not be hired, retained or appointed)
- Nurse Aide Registry:** No Record Record (must not be hired, retained or appointed)

Certification – I acknowledge that the applicant's DPS criminal conviction history and registry record were checked. The employer and the CDSA have each been notified of the results of each check.

The applicant is is not eligible for hire, to be retained for service delivery or appointed as a DR based on the checks above.

Signature – CDSA Representative

Date

Signature – Employer

Date