



60 Merrymeeting Drive, Portland, ME 04103

Employment Application

Fallbrook Woods does not discriminate in employment because of race, color, gender, creed, religion, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status. We are an equal employment opportunity organization. Accommodation to enable all individuals to participate in the application and interview process will be provided upon advance request.

PLEASE PRINT OR TYPE throughout the application

Today's Date

First Name Middle Initial or Name Last Name

Street Address/ P.O. Box / Apt. # City / Town State Zip Code

Primary / Cell Telephone Number Secondary Telephone Number Email Address

What is your preferred method of communication? Email Phone Text

Position(s) applying for Date Available

<p>How did you learn about the job(s)?</p> <p><input type="checkbox"/> Employee (Name) _____</p> <p><input type="checkbox"/> Friend/Relative (Name) _____</p> <p><input type="checkbox"/> Other (please explain) _____</p>
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Have you previously worked for Fallbrook Woods? Yes No

If yes, position/date: _____

Do any members of your household or any relatives currently work at or are residents or clients of Fallbrook Woods? Yes No

If yes, please explain: _____

Are you legally authorized to work in the U.S.? Yes No

<p>Hours you are available: <input type="checkbox"/> Full Time <input type="checkbox"/> Part time <input type="checkbox"/> Per Diem</p> <p>Date available to start work: _____ Shifts: 1st _____ 2nd _____ 3rd _____</p>

PROFESSIONAL LICENSE/CERTIFICATION

Have you ever held a professional license/certification issued by any licensing board? Yes No

If yes, please explain: _____

License/Certification: _____ State: _____ Active: Yes No Expiration: _____

License/Certification: _____ State: _____ Active: Yes No Expiration: _____

Have you ever had a professional license suspended? Yes No

If yes, please explain: _____

EMPLOYMENT HISTORY

Please start with the most recent position. Please complete all employment history questions, even if a resume is included.

Current/Most Recent Employer Name: _____	Employed: From: _____ / _____	To: _____ / _____
Employer Address: _____		
Supervisor: _____	Job Title: _____	
Telephone Number: _____	Can We Contact? Yes _____ No _____	
Duties Performed: _____		
Reason for Leaving: _____		

Previous Employer Name: _____	Employed: From: _____ / _____	To: _____ / _____
Employer Address: _____		
Supervisor: _____	Job Title: _____	
Telephone Number: _____		
Duties Performed: _____		
Reason for Leaving: _____		

What is your computer skill level for each: **0 - no skill, 1 - basic skill, 2 - moderate skill, 3 - advanced skill**

___ Word, word processing ___ Excel, spreadsheet ___ PowerPoint
___ Clinical Software (EMR) ___ Photoshop or similar ___ Other _____

Describe any specialized training or skills, languages spoken, and extra-curricular activities: _____

Please describe your thoughts about caring for elderly people with memory care issues.

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete to the best of my knowledge. I agree to promptly advise **Fallbrook Woods** Human Resources if an event occurs that would change my response to any of these answers or if new information arises regarding these matters.

I authorize investigation of all statements contained in this application for employment as may be necessary to make an employment decision. I understand that I will be required to authorize a background check if a conditional job offer is made.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge.

I affirm that this information is true and accurate and agree to all the disclosures and conditions included in this application.

Signature: _____ Date: _____

Printed Name: _____

**You will need to provide proof of immunization for the following upon employment:
Measles, Mumps, Rubella, Chicken Pox (Varicella), Hepatitis B, Influenza (in season)
State law requires all employees working in healthcare provide proof of immunization.**

Please deliver your completed Employment Application in person or via mail:

**Fallbrook Woods
60 Merrymeeting Drive
Portland, ME 04103**

Or you may fax it to Human Resources at 207-878-7734