HallKeen Assisted Living Communities LLC

100 River Ridge Drive, Suite 204 | Norwood, MA 02062
781-762-4800

APPLICATION FOR EMPLOYMENT

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

Applicants with a disability may be entitled to a reasonable accommodation under applicable law. Please inform our Human Resources Department if you need assistance completing any forms or to otherwise participate in the application process.

PERSONAL INFORMATION

Full Name _____ **Date**_____
Last First Middle

Address _____
Number Street Apt City State Zip Code

Telephone incl. area code_____ _____ **Email** _____
Home Cell

Position Desired_____ **Salary Desired** _____ **Date Available**_____

Are you currently employed?_____ **May we contact your present employer?**_____

Have you filed an application and/or been employed here before? Yes_____ **No**_____

If yes to either question, please give dates. _____

Do you have any friends, relatives, or acquaintances working for the company? Y____**N**____
If yes, state their name & relationship._____

How were you referred to this Company? _____

Are you legally eligible for employment in the United States? Yes_____ **No**_____
(You will be required to furnish proof of lawful work status if you are extended a job offer in accordance with the Immigration Reform and Control Act of 1986)

Will you work overtime? Yes_____ **No**_____

If hired, will you have transportation to/from work? Yes_____ **No** _____

Are you able to perform the essential functions of the position for which you are applying, with or without reasonable accommodations? Yes_____ **No** _____

If you are applying for any property maintenance position, please be advised that these positions require the lifting and/or moving of heavy equipment & appliances. Are you capable of lifting and/or moving heavy equipment and appliances? Yes_____ **No**_____

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Are you over the age of 18? Yes ☐ **No** ☐

List below your work experience (starting with your present or most recent employer) for the last five years or your last three employers, whichever will provide us with the greatest information about you. You may include as part of your employment history any verified work performed on a volunteer basis. Use the reverse side of the application form if you need additional space. Please account for all periods of unemployment in this section.

Employer _____ **Telephone** _____

Address _____ **Employed From**_____ **To**_____

Name of Supervisor/Title _____

Summarize work performed and job responsibilities: _____

_____

Reason for leaving:

Employer_____ **Telephone**_____

Address_____ **Employed From**_____**To**_____

Name of Supervisor/Title _____

Summarize work performed and job responsibilities:_____

Reason for leaving:

Employer _____ **Telephone**_____

Address_____ **Employed From** _____ **To** _____

Name of Supervisor/Title _____

Summarize work performed and job responsibilities: _____

Reason for leaving:

COMMENTS:

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May we contact your present employer at this time? Yes ____ No ____

EDUCATION

Schools	Name & Address of School, and Telephone Number	Did You Graduate?	Course of Study
Graduate			
College			
Business/Trade Of Technical			
High School			

Membership in Professional or Civic organizations, which you consider relevant to your ability to perform the job.
(Exclude those which may disclose your race, color, religion or national origin.)

_____

_____

_____

_____

Please indicate any foreign languages you can speak, read or write, and also include your level of skill._____

_____

REFERENCES

Please list of the name & telephone number of three references who are not related to you.

Name	Telephone	Occupation	Years Known

❖ **IT IS UNLAWFUL IN MASSACHUSETTS TO REQUIRE OR ADMINISTER A LIE DETECTOR TEST AS A CONDITION OF EMPLOYMENT OR CONTINUED EMPLOYMENT. ANY EMPLOYER WHO VIOLATES THIS LAW SHALL BE SUBJECT TO CRIMINAL PENALTIES AND CIVIL LIABILITY.**

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PRE-EMPLOYMENT STATEMENT

I have read and fully understand the questions asked in this application. I certify that all of the answers I have given are true, accurate and complete. I understand that the omission and/or misrepresentation of any fact from or on this application or during any interview will result in immediate rejection of my application or if I am hired will be cause for immediate dismissal. Unless I noted otherwise, I authorize HallKeen to contact all my employment references and personal references, as well as the education institutions I have attended. I further authorize HallKeen to inquire about, investigate and obtain copies of any records which relate to me from my former employers and educational institutions. I hereby release HallKeen and all affiliated persons and entities, as well as any person or institution that provides HallKeen with any lawful information about me, from any and all liability whatsoever resulting from any such lawful inquiry, investigation or communication.

If hired, I understand that my employment may be terminated with or without cause and with or without notice at any time, at the will of HallKeen or me. I further understand that no representative or agent of HallKeen, other than HallKeen's Vice President of Human Resources, is authorized to provide any employee or employees with an employment contract or special arrangement concerning terms or condition of employment and that any such agreement must be in writing and signed by HallKeen's Vice President of Human Resources. In addition, I understand that HallKeen and all plan administrators shall have the maximum discretion permitted by law to administer, interpret, modify, discontinue, enhance or otherwise change all policies, procedures, benefits or other terms and conditions of employment.

I understand that any hiring decision is contingent upon my successful completion of all of HallKeen's lawful pre-employment checks, which may include a background check. I agree to execute any consent forms necessary for HallKeen to conduct its lawful pre-employment checks.

_____ _____

Signature of Applicant Date

FOR PERSONNEL DEPARTMENT USE ONLY

Interviewed by _____Date _____

Hired _____ Yes _____No Date of Employment_____

Hourly Rate/Salary _____ Job Title_____ Department_____

Remarks: _____

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