

Garnett Place Retirement Community - Employment Application

Thank you for your interest in applying for employment at Garnett Place. We are an equal opportunity employer and give employment and promotional consideration without regard to race, color, sex, religion, age, disability, disabled veterans, veterans of the Vietnam era, and any other protected class as required by local, state or federal law. We seek applications for employment who are dedicated, hardworking, and seeking a fulfilling career. In return, Garnett Place offers competitive income, an excellent work environment and the opportunity to grow within the company. If you are selected for employment with Garnett Place, you will also be hired simultaneously by Merit Resources, inc. as your co-employer. Garnett Place is your employer for the purpose of managing the day-to-day operations of the company and it's employees. This includes responsibility for the worksite(s), scheduling of work, safety and direction of the individual employees in their positions. Merit Resources, Inc. is the co-employer for managing and taking responsibility for the administrative portion of employment such as benefits, payroll and worker compensation insurance.

Date of Application

When could you start work?

Social Security Number

How did you hear about us?

Newspaper/Print

College/School

Online

E-mail

Friend/Family

Radio

Other

Which position are you
applying for?

Availability

Capacity

Days

Part-time

Evenings

Full-time

Overnights

Temporary/PRN

Your Contact Information

First Name

Phone

Middle Name

Address

Last Name

City, State, Zip

Have you ever filed an application with us before?

No

Yes, dates:

Have you ever been employed with us before?

No

Yes, dates:

Can you travel if a job requires it?

No

Yes

May we contact your current employer?

No

Yes

Have you ever had any job related training in the United States Military?

No

Yes, explain:

Are you capable of performing the essential functions of this position?

No

Yes

Employment is conditional upon meeting the eligibility requirements for the Employee Fidelity Bond. Have you been convicted of a crime or violation, other than a traffic violation?

No

Yes, explain:

Indicate any foreign languages you can speak, read and/or write.

References (Cannot be related to you or a previous employer.)

First Name

Last Name

Address

Phone

First Name

Last Name

Address

Phone

First Name

Last Name

Address

Phone

Education: High School

Name

Location

Diploma/Degree

Training/Honors/Etc.

Check all years completed.

8 9 10 11 12

Education: Trade School

Name

Location

Diploma/Degree

Training/Honors/Etc.

Check all years completed.

1 2 3 4

Education: College/University

Name

Location

Diploma/Degree

Training/Honors/Etc.

Check all years completed.

1 2 3 4

Education: Additional Schooling

Name

Location

Diploma/Degree

Training/Honors/Etc.

Check all years completed.

1 2 3 4

Employment Experience

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

Employer Name

Address

Telephone Number

Job Title

Supervisor

Reason for Leaving

Date Began

Date Ended

Starting Rate

Final Rate

Work Performed/Responsibilities:

Employer Name

Address

Telephone Number

Job Title

Supervisor

Reason for Leaving

Date Began

Date Ended

Starting Rate

Final Rate

Work Performed/Responsibilities:

Employer Name

Address

Telephone Number

Job Title

Supervisor

Reason for Leaving

Date Began

Date Ended

Starting Rate

Final Rate

Work Performed/Responsibilities:

Special Skills and Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experiences.

Authorization of Release of Employment Information

If you were unemployed at any time since leaving school, please indicate what you were doing during this time.

I hereby authorize the employers listed above to release all information to Garnett Place. I also understand that this authorization is valid for 60 days. I waive any liability to the employers listed above, and its employees, from any claims of action for disclosure of information that could adversely affect any new employment opportunity.

Yes, I agree

No, I do not agree

Applicant's Statement

I certify that the above information is true and correct and give authorization for investigation of all statements and information contained in this application, my resume, and other documents or verbally obtained information obtained during an employment interview. I voluntarily consent to allow Garnett Place, Merit Resources, Inc., or any of their representatives or agents to check my references by contacting any persons, company or governmental entity they deem to be an appropriate reference. I understand that references questions may pertain to my personal or educational background, work experiences, character and behavior. I understand my employment is subject to satisfactory verification of this information and agree that deliberate falsification of this document or significant omissions shall be grounds for employment consideration disqualification or dismissal from employment, if discovered at a later date. I pledge, if hired, to comply with the guidelines of conduct and company policies and procedures of Garnett Place. I also realize that company policies, procedures, practices or statements made during an interview or employment do not create an employment contract by implication or otherwise. I further understand and agree that my employment is for no definite period of time and may, regardless of time and manner, be terminated by the company or myself with or without cause or previous notice. I understand that employment may be subject to satisfactory completion of physical examination and/or drug screening.

I understand that, if hired, I am entering into a co-employment relationship whereas Garnett Place is my worksite and directing employer, and Merit Resources, Inc. is my administrative employer. I agree that the benefit plans offered in my co-employment package are those of Merit Resources, Inc. and are the only benefit plans in which I am eligible to participate. I further agree that I will not be eligible for other benefits (if any) offered to other non co-employees of Garnett Place, now or in the future. I understand, if hired, I may be required to sign a non-compete/non-disclosure agreement. This application will be kept in a current file for thirty days. If not contacted during that period of time, it may be necessary to complete another application to receive further employment consideration.

Signature of Applicant

Date

Upon completion, please save or print for your own records. To send, click the image of the envelope at the top of the screen and e-mail Kayle Jensen, Manager at manager@garnettplace.net. Please call 319-362-3630 for assistance or if you have any questions.

Garnett Place Retirement Community | 202 35th St Dr SE | Cedar Rapids, IA 52403