



of Orange County

120 Dogwood Lane
Orange, Virginia 22960
540-672-2611 Fax 540-672-3187
dogwoodvillageocva.org

Employment Application

“Tradition of Excellence”

**An Equal Opportunity Employer
Workplace**

Drug-Free

In order to receive full consideration for employment opportunities at Dogwood Village of Orange County, please be certain to complete all sections of the application form. Incomplete applications may not be considered for employment. Applications will be considered active for 90 days after receipt. If you wish to continue to be considered after that time, a new application is required.

Health & Rehabilitation

Senior Living

General Information

e-mail address: _____

Name Last	First	MI	Social Security Number	
Address	Street	Area Code	Home Phone	
City	State	Zip	Area Code	Alt. Phone
Position Desired	Date Available	Salary/Wage Desired		
Preferred Work Schedule		Shift Preference (number in order of preference)		
FULL TIME _____ PART TIME _____ PRN _____		DAYS _____ EVENINGS _____ NIGHT _____		
How did you learn of opportunities here?				
Can you provide documentation of your eligibility for employment in the US? (Documentation will be required before beginning work if offer of employment is made)				
YES _____ NO _____				
Have you previously been employed by Dogwood Village of Orange County <u>OR</u> the Orange County Nursing Home and Home for Adults?				
YES _____ NO _____				
If yes, name worked under (if different) _____				
Dates of Employment _____				

Education

Institution (Name, City, State) High School	Course or Major	Highest Level Completed/ Degree Earned
College/University:		
Trade/Vocational/Armed Forces/Other		
Currently enrolled in a course of study? YES _____ NO _____		
If yes, enter institution and course:		

Professional

Professional License(s), Registration(s), and Certificate(s) List Licenses or Certificates	Number	State	Year Issued	Expiration Date

Skills

Please indicate specific skills you are capable of performing or equipment you are trained to operate			
Equipment	Kind/Type	Speed	Yrs. Experience

Supplemental Data

Summarize pertinent information that is not contained in other sections of this application. Include special recognition, honors, publications, research, and other related activities. You may also provide any additional information or explanation that you wish the interviewer to consider.

Employment History

May we contact your present and past employers regarding your character, qualifications, and work history?

YES _____ NO _____

Comments/Additional information: _____

Dates of Employment	Exact Title or Position	Name/Title of Immediate Supervisor
From ____ (Mo.) ____ (Yr) to ____ (Mo.) ____ (Yr)	_____	_____
Name and address of place employed	Telephone	Salary at separation

Reason for leaving _____

Description of work/duties assigned: _____

Dates of Employment	Exact Title or Position	Name/Title of Immediate Supervisor
From ____ (Mo.) ____ (Yr) to ____ (Mo.) ____ (Yr)	_____	_____
Name and address of place employed	Telephone	Salary at separation

Reason for leaving _____

Description of work/duties assigned: _____

Dates of Employment	Exact Title or Position	Name/Title of Immediate Supervisor
From ____ (Mo.) ____ (Yr) to ____ (Mo.) ____ (Yr)	_____	_____
Name and address of place employed	Telephone	Salary at separation

Reason for leaving _____

Description of work/duties assigned: _____

Professional References

Name/Title	Organization/Address	Telephone
_____	_____	_____
_____	_____	_____
_____	_____	_____

Additional Information

Do you wish to identify yourself as having any physical, mental, or medical impairments that would limit your job performance for the position to which you are applying? YES _____ NO _____ If yes, please explain:

Are there any reasonable accommodations or assistance, such as special equipment or facilities, which would assure better job placement and/or enable you to perform this job to your maximum capabilities? YES _____ NO _____ If yes, please describe:

Can you safely perform the essential functions of the position to which you are applying? YES _____ NO _____ If no, please explain:

Have you *ever* been convicted of a crime? (Note: A conviction will not necessarily disqualify you for the job you applied for. Complete information will be required at time of job offer) YES _____ NO _____ If yes, please explain:

If you have worked under a different name at any time, please indicate name(s) worked under:

Name	Place employed	Dates
_____	_____	_____
_____	_____	_____

If you have any relatives working at Dogwood Village of Orange County, please indicate the following:

Name	Department	Relationship
_____	_____	_____
_____	_____	_____
_____	_____	_____

I certify that the information on this employment application is true and complete to the best of my knowledge. If hired, I understand that any misrepresented or willful omission of facts on this application shall be considered sufficient cause for dismissal. I authorize previous employers or other individuals named to give any information regarding my employment or scholastic standing together with any pertinent information regarding my suitability for employment.

I understand that all job offers are contingent upon the successful completion of a background check, including verification of my criminal history, employment and/or personal references, and a pre-employment drug screening. I also understand that my employment is "at will" and nothing in this application or any other communication from the facility shall be interpreted as a contractual obligation to begin or continue employment for any period.

I hereby waive and release any and all manner of actions, cause of actions, and demands of every kind, nature, and description arising from the release of any requested information obtained in the facility's effort to determine my suitability for employment, against the Facility, its officers, and its employees, both in law and equity which I may have now or in the future.

Signature

Date